



**ADMINISTRATIVE POLICIES OF THE
4X4 RESCUE COUNCIL,
INCORPORATED**

AS REVISED AND AMENDED

August 2023

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SECTION 1

CURRENT AND FORMER 'DOING BUSINESS AS' (DBA) NAMES

Under the provisions of Article I of the Bylaws, the corporation may establish one or more additional names to do business as. All such additional names, whether or not currently in use, shall be documented in this section of the Administrative Policies and Procedures.

The corporation is currently Doing Business As: King County 4X4 Search and Rescue No additional names have been established. There are no former dba's.

SECTION 2

BUSINESS ADDRESS AND REGISTERED AGENT

Under the requirements of Washington State Law, and under the provisions of Article I of the By-Laws the corporation is required to provide a business address and registered agent.

The Registered Agent is: Roy Schnitzer

The Business Address is: 953 Graham Ave NE Renton WA 98059

Note: This section of the Administrative Policy may and shall be updated automatically whenever the Registered Agent or Address is changed, without further requirement for membership or Board change approval.

SECTION 3

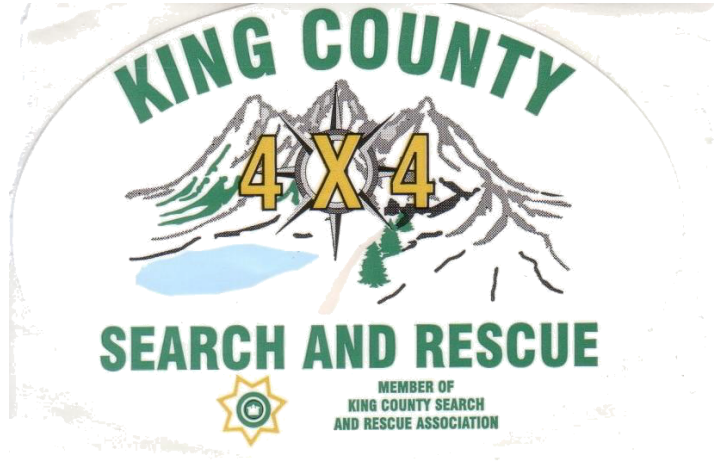
LOGO'S CURRENTLY IN USE

Under the provisions of Article II of the By-Laws, the corporation may establish one or more Logos, in addition to its Corporate Seal (identified in the Articles of Incorporation). Any logo currently in use must be identified in these Administrative Policies and Procedures.

The current logo in use, which is a colored logo with the words "KING COUNTY" appearing over the top, "SEARCH AND RESCUE" appearing across the bottom, and "4X4" appearing in the center over a compass rose with mountains and a lake as a background. This Logo is in keeping with the current database, "King County 4X4 Search and Rescue". A black and white rendition of the logo appears below



Minor variations of this logo are also acceptable. This would include an oval variation so that the outlined shape would be oval rather than as shown in the original logo. The critical elements that are not to be changed include the words 'King County' over the top, an 'Search and rescue' under, with the 4x4 and compass rose superimposed over mountains in the center. Compass headings may be included or omitted as individual situations may demand. The following specific variation is acceptable and is used as a vehicle emblem.



KING COUNTY



SEARCH AND RESCUE



MEMBER OF
KING COUNTY SEARCH
AND RESCUE ASSOCIATION

SECTION 4

CHANGES TO POLICIES AND PROCEDURES

The Board has the authority to make changes to the Administrative and/or Operational Policies and Procedures. Notice of any such changes made will be published in the Corporate Newsletter, The HUB, and complete copies of changes shall be provided to all members. (Copies of changes may be in electronic format, such as on a CD or DVD, posted on the Unit website, or sent by email.)

The policies may also be changed by the general membership. A request for change shall be submitted to the Board in writing. After Board review at the next scheduled Board meeting, notice of the proposed change(s) shall be provided to all members, with instructions on how members may obtain a complete copy of the proposed change, and with notice that the change(s) shall be voted on at the next general membership meeting. Recommendations of the Board must be included. A simple majority of those members voting is required to approve the proposed change.

SECTION 5

ELECTION PROCEDURE

A. ELECTION CALENDAR All events shall take place during the month and in the order specified unless there is a waiver by a majority vote of the Board.

August

The Board approves the election system to be utilized and validates suitability and conformance to the requirements of the Unit. Elections shall be conducted electronically using a third-party system (platform or tools), which allows all voting members to cast their votes using simple and accessible electronic methods. Such system must be effective, transparent and auditable.

The President selects the members of the Election Committee.

September

The President announces the names of the Election Committee at the General Membership Meeting.

The Election Committee provides a status report to the Board.

October

If the election system to be used is changed from what was used in the previous unit election, the membership must be notified by the Board of Directors in writing (to include electronic means) before the October General Membership meeting.

The Election Committee will prepare the list of candidates nominated and present the list to the Board. The Board reviews the list to confirm eligibility and directs the Election Committee Chair to ready the voting process for the day of the November General Membership Meeting.

If any candidate seeks a waiver of eligibility requirements as provided in Section D, the vote by the membership must take place at the October General Membership Meeting.

November

The election shall commence the day of the November General Membership Meeting and run for one week.

The Election Committee Chair will chair a period of the meeting to review nominees, accept candidates from the floor, and allow for the Eligible candidates to speak and answer questions for up to five (5) minutes during the General Membership Meeting. Alternatively candidates may send a written statement to the membership at any time prior to the start of the election as per the procedures in Section E.

Additional candidates may be nominated at any time prior to the finish of the candidate selection process so long as the nominee confirms willingness to serve and the Board confirms they meet the qualifications for the position.

Once this discussion and nomination of candidates from the floor concludes, the election ballot will be created and the election will begin. The election system shall then be opened for voting as soon as practical.

As soon as practical after the election ends, the results shall be announced as per the procedures in Section E.

If a candidate withdraws during the election or is no longer eligible for the position and there are no other eligible candidates on the ballot for that position, then the election for that position shall be considered nullified, and a special election will be called at the next General Meeting using the procedures in Section E.

December

The Board will work to transition their roles to the new Board members during December.

January

The new Board assumes their roles effective January 1st and will convene and conduct the business of the corporation at the January Board meeting.

B. ELECTION COMMITTEE SELECTION AND QUALIFICATIONS

SELECTION: The Election Committee shall be selected by the President. This process shall take place prior to the September General meeting. During the September General meeting the President shall announce the names of the Election Committee. The Election Committee shall be composed of no more than four members as follows:

1. Election Committee Chair.
2. Two co-members.
3. One alternate (serves only when a committee member cannot serve or is disqualified).

QUALIFICATIONS: The qualifications for the Committee are:

1. All members must be in good standing.
2. The Chair must be an active member for at least one year.
3. No member of the Committee shall be seeking a position on the upcoming board.

TASKS: The Election Committee shall perform the following tasks:

1. Read the Election Procedures.
2. Review all members and identify the qualified members for each position. These are the potential candidates.
3. Each potential candidate must be personally contacted to determine if the member is interested in serving.
4. At the October Board meeting, the Election Committee submits the final list of candidates to the Board.

5. The Committee may submit more than one person per position.

C. CANDIDATE SELECTION

1. Any member interested in running for an office should contact the Election Committee and submit their name as a candidate. Everyone requesting to run for an office shall be listed as a candidate providing they meet the minimum requirements.

2. The Election Committee shall contact all potential candidates and determine if they want to run.

D. CANDIDATE QUALIFICATIONS

General Qualifications: Candidates must:

1. Have a good working knowledge of how the corporation operates.
2. Demonstrate leadership abilities, growth potential, and maturity.
3. Have the ability to work well with other people.

The Election Committee shall use the above as general selection criteria, but must adhere to the job specific qualifications as listed below:

a. PRESIDENT

(1) Must be an active member, in good standing for a minimum of one year and preferably for no less than three years.

(2) Cannot be holding an elected office, or running for election with any other SAR organization or agency.

b. VICE PRESIDENT-ADMINISTRATION (VPA)

(1) Must be an active member, in good standing, for a minimum of one year and preferably for no less than three years.

(2) Cannot be holding an elected office, or running for election with any other SAR organization or agency.

c. VICE PRESIDENT-OPERATIONS (VPO)

(1) Must be field search experienced.

(2) Must be an active member in good standing for no less than two years and preferably for no less than three years.

(3) Cannot be holding an elected office, or running for election with any other SAR organization or agency.

d. SECRETARY

(1) Must be an active member, in good standing for no less than 6 months and preferably for no less than one year.

e. TREASURER

(1) Must be an active member, in good standing for no less than 6 months and preferably for no less than one year.

(2) Cannot hold the office of Treasurer of another SAR organization

f. TRUSTEE (TWO POSITIONS)

(1) Must be an active member, in good standing, for no less than five years.

(2) Must be a past member of the Board.

During the election procedure any member may question the qualifications of any candidate. This must take place prior to balloting.

Qualification requirements regarding minimum membership time for any office can be waived by majority vote of the membership on a case by case basis, if necessary.

E. ELECTION MEETING PROCEDURES:

All voting must be conducted using the same on-line system and in-person voting will not be allowed. The election will be conducted as a secret ballot.

Voting shall commence the day of the November Membership meeting and shall close one week after that meeting. The Election Committee Chair will inform the membership once the election system is open for voting. As soon as possible after the election ends, the Election Committee Chair shall announce the results of the election to the membership in writing, including electronic means.

Candidates may be nominated up until the election has begun. All candidates shall have the opportunity to provide a written statement which shall be included in the voting system's balloting process if provided by the candidate.

Given the extended period of time provided for voting activities, no proxy-voting will be allowed.

General Information: Officers shall serve for two years. The order of the election shall be as follows:

For terms starting in even numbered years:

1. President
2. Secretary
3. Treasurer

4. Trustee Position #1

For terms starting in odd numbered years:

1. Vice President-Administration
2. Vice President-Operations
3. Trustee Position #2

No person shall serve in the same office for more than two full consecutive terms. If someone assumes

an office for the remainder of a term, they can then be re-elected twice. This would normally limit holding an office to four years, but it is possible to serve almost six years if appointed to fill a vacancy soon after an election.

SECTION 6

MEMBERSHIP

A. MEMBERSHIP CATEGORIES AND DEFINITIONS

1. In accordance with the Bylaws, there are three categories of membership, Member in Good Standing, Probationary Member, and Honorary Member.

2. In addition, Members in Good Standing are further classified as Active Search, Non-active Search and Non-search and administrative, as follows:

a. Field Qualified SAR worker. Meets or exceeds the requirements of WAC118-04, KCSARA, and KC4X4SAR for a Field Qualified SAR emergency worker.

b. Support Qualified SAR worker. Meets or exceeds the requirements of WAC118-04, KCSARA, and KC4x4SAR for a Support Qualified SAR emergency worker, and is categorized as Support.

c. Novice SAR worker. Meets or exceeds the requirements of WAC118-04, KCSARA, and KC4x4SAR for a Novice SAR emergency worker. Members shall be classified as Novice for their first year of membership regardless of other qualifications they may have met. A novice SAR volunteer who does not meet the requirements to become a Support or Field qualified worker within one year of joining shall be dropped from membership. An exception to this requirement may be granted by the Board if there is no opportunity (e.g., SAR Academy) presented within that time. In that case, the requirement is extended to the next valid opportunity to acquire the training.

d. Non-field qualified members. Does not meet the requirements of WAC118-04, KCSARA, or KC4x4SAR for any category of SAR emergency worker. A member who becomes non-qualified and remains so for a period of one year shall have the choice to leave the unit, or elect to stay as an administrative member. That member will have to make his/her choice before the next one-year renewal, or after his/her qualifications have elapsed, or at any time before that. The change is made through a simple request to the VPA membership committee.

Note: KCSARA is the King County Search and Rescue Association. Reference to meeting KCSARA requirements also includes meeting any requirements imposed by the King County Sheriff's Office.

3. Probationary Members are those members who have restrictions placed upon their participation in KC4X4SAR or in SAR missions by either the KC4X4SAR Board or the King County Sheriff's Office SAR Coordinator. Probationary members will normally have restrictions placed upon their level of participation in KC4X4SAR and/or SAR missions which will typically vary on a case by case basis. Probationary members may not vote. Any Board member may place a member on probationary status pending review by the full Board.

4. Honorary Member. A member who is granted membership privileges for life, does not participate in field SAR activities, and is exempt from dues and renewal requirements. Honorary membership is extended in only the most unique situations. To grant honorary status, a committee shall be formed to investigate and evaluate the potential eligibility and then recommend such to the Board, a unanimous vote of the Board is required, and a unanimous vote of the general membership is required at an annual membership meeting. An example of someone who might qualify would a founding member of the unit, or a member who has been consistently active both administratively and operationally for 30 or more years, or who has truly distinguished him or herself

in some other extraordinary manner.

5. Member participation and activity. Members are expected to support the fundamental purposes of the corporation, i.e., Search and Rescue operations. As such, a minimum level of qualification and participation is required. In order to remain a member of KC4X4SAR, an individual must participate in a manner that contributes administratively or operationally to the organization. To that end, every member is required to meet the following minimum participation levels unless granted an exception by the Board. The Board may (but is not required to) consider and grant an exception when it is in the best interest of the corporation to do so.

- a. Every member must attend one or more unit meetings a year.
 - b. Every member must be current in WAC, KCSARA and KC4X4SAR training and certification requirements on an ongoing basis. If WAC required training expires it shall be considered "current" for administrative membership purposes until the scheduled SAR Academy in which the class is offered.. If a unit required training expires, it shall be considered "current" for administrative purposes until the next scheduled unit training. Novice members shall be considered current for one year from their date of joining or until the next SAR Academy, whichever occurs later.
 - c. Every member must participate in unit operations on an annual basis. This shall involve a minimum of two missions or equivalent training events (e.g., ESAR Course III support or 4X4 field training exercise), OR a minimum of twenty (20) hours of administrative support, OR an equivalent mix of mission and administrative support. Participation in meetings is considered administrative support.
6. An administrative member can only be a past full field qualified member in good standing, that has completed all training and core competency in the past, that for some reason or circumstances has elected to change status to administrative member for a certain period of time but wishes to remain part of the unit.

An administrative member cannot participate in any DEM sanctioned activity, field activity, field training and/or search activity. An administrative member can participate in membership meetings, various advisory committees, and non-field support activities (e.g., not training or outdoors or HQ related) such as fund raising, mentoring and such.

An administrative member must pay dues and submit the membership renewal forms and signatures, including the mental fitness form, like any other member. In addition, and in order to preserve administrative status, the member has to participate in two membership meetings in a calendar year and contribute a minimum of twenty (20) administrative hours in support of the unit, through the activities listed above.

An administrative member that wishes to come back to active/field status, will have to:

- notify the VPA and/or VPO of his/her intentions
- be notified it can resume training activity, including:

New member orientation

Field training (like any novice member)

Completes all the qualifications listed in 6-A-2-a/b.

VPA will track progress and bring the information to the regular board meeting.

Upon completing the above qualifications, the VPO will examine completion and instruct that the member be moved to active or support status in the roster.

Once completed, that change of status will be announced at the next regular membership meeting.

Failure to meet these requirements shall result in administrative termination of membership. A member who is being considered for such termination shall be notified in writing (email is

acceptable) and may request an exception from the Board prior to termination of the membership termination being finalized. The Vice President of Administration shall review unit records at least once per year to verify member compliance with these requirements. Members must be in compliance with these participation requirements no later than calendar year end.

B. MEMBERSHIP APPLICATION

The following are the steps for obtaining membership. The first three steps may occur in any order. The subsequent steps are normally completed in the order indicated. Failure to receive a favorable records check by KCSO shall automatically terminate the membership application process.

Member applications may be submitted at any time. As a minimum twice a year, approximately two months prior to the SAR Academy, applications will be processed and orientations conducted. The purpose is to have applicants processed in adequate time to attend the Academy.

1. Complete and submit an application (both King County and 4x4.)
2. Attend at least one general membership meeting.
3. Attend an orientation meeting.
4. Undergo a favorable records check by KCSO and complete any required prerequisites.
5. Have the application reviewed and approved by the Board.

6. Have the application reviewed and approved by the general membership.
7. Complete any additional administrative requirements.

At this time applicants become Novicemembers in good standing.

Members are required to meet all WAC, KCSARA, and KC4X4SAR training requirements for a Field SAR Member within one year of joining or until the next SAR Academy, whichever occurs later. Members who fail to meet this requirement will have their membership administratively terminated..

C. MEMBERSHIP FEES

Initial (New Member) Fees. Initial fees shall be determined by the Board. Notice of any fee or change shall be published in the HUB. Initial fees are charged to all new members at the time of joining, and are in addition to any annual membership fees.

Annual Membership Fees. Annual membership fees, if any, shall be determined by the Board. Notice of any fee or change shall be published in the HUB. The fees shall be pro-rated for members joining during the year.

Other Fees. Other fees may be established by the Board, and notice shall be published in the HUB.

D. APPLICATION FOR REINSTATEMENT OF EXPIRED MEMBERSHIP

Any member who has not been terminated for cause, and whose membership has expired within the past two years may apply for reinstatement to the Board upon meeting all the requirements (i.e., payment of applicable dues, completion of applicable documents, etc.). The Board shall review the circumstances of the application on a case by case basis, and grant reinstatement when it is in the best interest of the corporation. This would normally include those situations where there are extenuating or mitigating circumstances for the individual's membership expiring.

Members whose application for reinstatement are not approved by the Board may apply as new members.

E. ANNUAL MEMBERSHIP RENEWAL

Membership must be renewed annually on or before the annual meeting. Renewal shall include completion of a membership renewal form, payment of applicable dues, and accounting for corporation-owned property issued to the member.

F. MEMBER CONDUCT AND BEHAVIOR.

While member behavior and conduct is of particular concern while on a mission or participating in some other official function of this organization, it is also relevant at any time the member is in a position to be identified with the Corporation or King County Search and Rescue Association (KCSARA) (such as while driving a vehicle which has 4x4 and/or KCSARA decals), and/or the King County Sheriff's Office.

Because of our unique relationship with KCSO, and the fact that we represent them officially while on mission status and unofficially at other times, it is especially important for our members to be fully aware of, and respect, that relationship.

Any member who is not authorized to participate in missions, or has such authorization revoked, is unable to contribute to the stated mission of this organization. As such the Board may terminate an individual's membership administratively.

Each member is required to sign the following statement both upon joining and annually thereafter.

"I have read and understand the By— Laws, Policies and Procedures of King County 4X4 Search and Rescue and will abide with their requirements. I further acknowledge that it is my responsibility to read and comply with any new procedures which are implemented and announced officially via publication of such announcement in the HUB or by other written notice to all members. I understand that failure to comply with the By— Laws, Policies and Procedures may result in the termination of my membership in this organization or limitations on my participation in Search and Rescue activities."

Refusal to sign the statement shall result in termination of membership. The VPA shall maintain signed statements in Corporate files.

Member conduct and behavior specifically includes, but is not limited to, the following:

1. LEADERSHIP ROLES

Anyone in a leadership position, including Board members, shall be removed from leadership positions upon a documented series of incidents which indicate an inability to be an effective leader. Repeated complaints against someone in a leadership position, which are substantiated by the Board, shall result in written counseling and warning (the individual will be in a probationary status for a defined period of time). The complaints may come from within or external to the unit (e.g., other SAR units). Further incidents of similar behavior after such warning, and during the probation period, shall be grounds for removal from leadership. Leadership positions are defined as Board members, Operations Leaders, Team Leaders, and anyone appointed as a committee chair, director, or other function where they act in a leadership role. Removal of a Board member under this clause does not require ratification of the general membership. An individual removed from a leadership role under this provision has the right to appeal to the Board for reconsideration.

2. DRUG AND ALCOHOL USE

The use of drugs that may effect a persons ability to properly function, or alcoholic beverages, by any member of the corporation while participating in a search and rescue or training mission is forbidden. All members are expected to disqualify themselves from participation in a search and rescue or training mission if they have consumed any amount of drugs or alcohol which could be construed to influence their capabilities.

3. EQUIPMENT AND PROPERTY

Equipment purchased using Corporate funds shall not be considered the property of any individual member or group of members, but shall become and remain Corporate property until disposed of by the corporation.

Corporate property is to be used only on missions and training missions, except as otherwise specifically authorized. Use of property for missions and for training missions will take priority over use of property for any other reason.

Corporate property assigned to members shall be treated and maintained by the member with the same care the member would use with his/her own valued property. Any maintenance the borrower is unable to perform, or any loss, damage, or malfunction of equipment must be reported to the Vice President of Operations immediately.

All property must be returned in a timely manner. Members will return all corporate property to the corporation upon request. All property on loan to the member must be returned to the corporation upon the termination or inactivation of membership.

Members may be required to pay fair market value for corporate property which is not returned on request or at termination of membership.

All corporate property shall be engraved and inventoried by the Vice President of Operations. The inventory shall be verified annually.

4. INSIGNIA, CLOTHING AND IDENTIFICATION

Corporate insignias may not be displayed on any vehicle also displaying the insignia of other four wheel drive organizations, or while participating in the activities of other four wheel drive organizations, or on any vehicle with any other insignia judged by the Board not to be in the best interest of the corporation.

A member operating a vehicle displaying corporate and/or King County Search and Rescue Association insignia is expected to comply with the policies and procedures of the corporation whether or not the member is on an official mission.

KCSARA decals are to be placed in the lower left (drivers side) area of the windshield, and in the lower left or lower right corner of the rear window. Corporate decals should be placed in the lower left or right area of any window, with a maximum of one sticker per window.

The use of the corporate insignia on business cards is allowed on authorized cards obtained from the corporation, and on other cards as approved by the Board. With the exception of the emblems of the King County Search and Rescue Association and its member units, no other organization or agency emblem or insignia will be allowed on a business card displaying the corporate insignia.

Letterhead displaying the corporate insignia may be used only for purposes authorized by the Board.

5. Clothing.

It is the desire of the corporation for its members to present a professional appearance when participating in missions, public service events, or other corporate events. The following guidelines shall be followed.

Shirts, coats, vests, jackets, jumpsuits, and other apparel may only contain approved KCSARA and/or KC4X4SAR insignia or logos. KC4X4SAR logos are documented in Section 3 of these Administrative Policies. No modifications to the standard logo is permitted without prior written approval of KCSARA for the KCSARA logo, or from the KC4X4SAR Vice President of Administration for the corporate logo.

The King County Sheriff's star/emblem may not be used except as part of the authorized KCSARA logo without prior written permission of the KCSO SAR Coordinator or other authorized KCSO representative.

Board approval is required prior to any member adding a logo (other than those referenced above), or text referencing 4X4, SAR, KCSARA or KCSO to his or her individual clothing.

Any clothing items purchased from KCSARA may be worn. Clothing purchased from a different SAR organization and bearing their emblems or logos shall not be worn at official functions so long as the member is representing KC4X4SAR.

KCSO issued identification (emergency worker card) remains the property of KCSO, and must be worn at all official SAR functions.

6. MOTOR VEHICLES

Any motor vehicle used to travel to or from, or participate in, a SAR activity must meet Washington State vehicular and financial responsibility requirements.

7. PROVIDING NOTIFICATION TO MEMBERS

The requirement to "provide notification" or "written notification" to members anyplace in the - By Laws or Policies of the corporation may be satisfied by the following methods:

- a. Actual notification shall be by both page and email to the HUB announce list. Additionally, text message, telephone call or written notice (or combinations of these) can be used.
- b. Documents related to the notifications, such as changes to or copies of By-Laws or Policies, may be posted to the private members area of our web page (www.kc4x4sar.org), may be provided as an attachment to email, may be provided on CD, DVD, or similar commonly accepted media, or may be provided in written format. Any individual or combination of these methods shall satisfy the requirement to provide the information to the membership.
- c. It is the responsibility of each member to make sure their contact information is current on the unit roster.

8. Conflict of Interest

KC4x4SAR members should generally avoid situations where they may be required to make decisions that would be, or could be perceived to be, influenced by a personal benefit or financial interest or a romantic or family relationship. These situations create a conflict of interest, which can potentially compromise trust, team cohesion, and member safety.

A conflict of interest may exist if a decision regarding membership, advancement, training opportunities, awards, or other benefits, would be made by a member who has a romantic or family relationship with the beneficiary. As such, they are required to disclose the potential conflict to the Board who will decide how to proceed.

A conflict of interest may exist on a mission if a member has a personal, romantic, or family relationship with the subject; or is the subject or a witness of a criminal investigation related to the mission. As such, they are required to disclose the potential conflict to the Operations Leader before participating. A conflict of interest may not prohibit the member from participating, however it is at the discretion of the Operations Leader how to proceed.

A conflict of interest may exist if a member is the decision maker for any activity relating to the business operations of KC4x4SAR through which they, or someone with whom they have a romantic or family relationship, may have an undisclosed financial interest. Such potential conflicts must be disclosed to the Board who will decide how to proceed.

SECTION 7

EQUAL OPPORTUNITY

1. POLICY

Any type of discrimination, prejudice or harassment, including that which is based on sex, race, color, creed, or physical or mental handicap, by or against any of its members, is unacceptable and will not be tolerated. Any member who believes they are the subject of such discrimination, prejudice or harassment shall notify any elected Board member of his or her concerns. No member shall be subjected to retaliatory action of any kind for bringing such matters to the Board's attention.

Such matters shall be treated in a private and confidential manner, and Board dealings with such issues/matters shall be in a closed session. The privacy of the parties involved will be kept confidential to the extent possible under the circumstances, consistent with the Corporation's need to resolve the matter. Documentation of all allegations and investigations will be retained with necessary confidentiality safeguards. Everyone who becomes involved in the course of any such investigation shall be advised of the confidentiality aspects and privacy rights of all parties involved.

This policy shall be reiterated at least once per year to the general membership both at a membership meeting, and by an article in the HUB.

2. DEFINITIONS

a. Sexual Harassment is defined as any unwelcome sexual conduct when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership (quid pro quo), or unreasonably interferes with an individual's Search and Rescue function or creates an intimidating, hostile or offensive working environment (hostile environment). Several examples are provided to clarify this definition. These are only examples, and are not intended to be all inclusive:

Example: Requests for sexual acts or favors, unwelcome sexual advances, unsolicited intimidating sexual overtures, and other inappropriate verbal or physical conduct of a sexual nature.

Example: A person is so persistent in their attempts to date another person that the second person is unwilling to participate in missions or functions where the first person is present.

Example: A person suggests or implies to another member or a prospective member that s/he can influence their membership application or status in the organization in return for social or sexual favors.

Example: A person refers to another person in an obscene or derogatory manner or in a manner that makes a person feel uncomfortable.

Example: Any unwelcome or uninvited physical contact or comments relating to or of the sexual portions of another person's body, or repeated unwelcome or uninvited physical contact of any type.

b. Prejudice, Discrimination or Harassment which is based on sex, race, creed, color or physical or mental handicap, is defined as action which either explicitly or implicitly affects an individuals' membership or unreasonably interferes with an individuals' Search and Rescue function or creates an intimidating, hostile or offensive working environment, as a consequence of that person's sex, race, creed, color or physical or mental handicap.

Exception: It is the sole responsibility and authority of the King County Sheriff's Search and Rescue Coordinator to certify individuals as qualified to participate in actual or training search or rescue missions. Physical or mental handicaps or limitations may prevent such certification and to that extent, are beyond the control of this organization and are not considered to be a result of prejudice, discrimination or harassment, or failure to provide equal opportunity. Further, under the provisions of the Washington Administrative Code (WAC), it is the responsibility of this organization to report physical or mental handicaps or limitations which are believed to be incompatible with the individuals ability to participate in a field search and rescue environment, and such reporting is not considered to be a result of prejudice, discrimination or harassment, or failure to provide equal opportunity.

3. COMPLAINT PROCEDURE :

a. Any member of this organization who feels that he or she is or has been the subject of prejudice, harassment or discrimination as previously defined and discussed in this policy, or who observes or is aware of such action, is encouraged to contact any member of the Board (Board positions are identified in the By-Laws).

b. Operations Leaders (OL), Team Leaders (TL), or anyone else serving in a leadership position who observes prejudicial, harassing or discriminating behavior by or against any member of this organization shall report their observations to the Board.

4. ACTIONS AND RESPONSIBILITIES

(Note: Unless in conflict with other provisions of the By-Laws, the following procedure shall serve as guidance for the Board to investigate any allegation of member misconduct, whether or not it is associated with prejudice, harassment or discrimination).

a. Any Board member who receives a complaint under the provisions of this policy shall notify the President as soon as possible, but in no case later than 24 hours after receiving the complaint. Should the President be unavailable, or is one of the parties involved, the Vice President for Administration shall be notified and then shall have the responsibilities and take the required actions, of the President.

b. President:

Upon receipt of a complaint or report of an incident which falls under the provisions of this policy, the President will notify all Board members of the situation, and take immediate action to have the complaint or report investigated. The President should appoint two individuals as the investigating committee. The choice of investigating individuals should be based on their maturity, objectivity, and ability to effectively interface with anyone the investigation should put them in contact with. In the case of sexual harassment at least one of the investigators shall be the same gender as the complainant.

Consideration should be given to appointing investigators from outside of the Corporation should the situation suggest that level of impartiality is appropriate.

The President shall notify the accused that a complaint or report has been received, that it is being investigated, and that s/he will have an opportunity to provide his/her input to the investigators. The President shall further notify the accused that s/he is to abstain from the alleged behavior. It is not necessary to identify the person(s) making the complaint or report to the accused. The President will review the need for confidentiality with all persons involved.

The President and/or board may impose temporary restrictions upon the accused, based on the situation, including not participating in actual or training missions, and/or other council or SAR activities, until the investigation is completed and final determinations have been made. In the event a Board member is the accused, he/she shall not participate as a member of the Board during any aspect of the investigation.

c. Investigators:

The Investigators shall interview all of the parties involved (separately), and conduct such further investigation and/or interviews as may be appropriate to determine as much information as is possible regarding the alleged incident(s) with regard to whether or not it/they occurred, and the nature of the incident(s).

All information developed during the investigation shall be presented to the Board (in writing) who shall then determine the appropriate action(s) based upon the complaint and the results of the investigation.

Investigators shall be made aware of, and respect, the confidentiality of the matter they are investigating. Investigators shall be required to sign a confidentiality agreement.

d. President/Board:

If the allegation is not substantiated:

Should the results of the investigation indicate the alleged/reported incident(s) did not occur or did not consist of prejudice, harassment or discrimination, the accusing party shall be counseled as appropriate to ensure s/he is aware of the meaning and provisions of this policy. The accused party will be advised of the results of the investigation.

If the allegation is substantiated:

(1) The parties involved shall be advised of the results of the investigation, and that the Board is taking appropriate action. It may or may not be appropriate to reveal the specifics of the actions being taken to the accusing party.

(2) The President shall take appropriate action to make it absolutely clear to the accused that the action or activity resulting in the charge is unacceptable, and is not to be repeated. The Board has the authority to take various actions, including:

(a) Termination of membership.

(b) Various terms and categories of probation, including reducing or removing responsibilities (e.g., OL or TL status), restricting a member's field eligibility, etc.

(c) Written reprimand.

(3) If the board believes any type of sexual activity or harassment involving a minor has occurred the matter shall be turned over to the King County Sheriff Special Operations Search and Rescue Coordinator, and notification shall be made to the applicable law enforcement agency who has jurisdiction.

(4) Should investigation of such a matter identify harassment involving a member of another Search and Rescue organization, or harassment by a SAR member (while functioning in a SAR capacity and/or representing him/herself as a SAR member) of a non SAR individual, the matter shall be brought to the attention of the KCSARA chairperson and/or applicable Unit Leader as appropriate.

e. Documentation:

The Board shall document the allegations and the results of the investigation, along with any actions taken, in confidential minutes of any closed sessions held in regard to the incident. All such records and associated documents (including investigators notes or records) shall be placed in a sealed envelope, and stored in the Corporations file cabinet. The envelope shall be marked with "Closed Board Minutes regarding "<member name> , dated, and marked "CONFIDENTIAL". Any such sealed envelopes shall only be opened in a closed board session with a quorum present, unless otherwise specified by law. No notes or other records shall be retained by the investigators once their investigation is complete.

SECTION 8

RULES OF ORDER (Parliamentary Procedure)

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Preface

It is necessary to have a set of parliamentary procedures by which to conduct our meetings. Robert's Rules of Order is the most commonly used system of parliamentary procedure in North America. The current edition however runs to over 300 pages, and can be complex and confusing to the average person. As a result, there have been various efforts to abbreviate and/or simplify those procedures.

These Simplified Rules of Order maintain a rather generalized description of procedure, while specifying how our organization will implement these Rules.

It is the intent, and goal, of KC4X4SAR to conduct meetings in a friendly, informative, yet informal manner. Often, presentation and discussion of ideas can and will be done without a formal motion. Once the discussion has reached a point of needing to direct action, a suitable motion can be formulated and presented.

Because such informal discussions can get out of hand, the chair, or any member, may at any time during such an informal discussion, require the organization to stop the informal discussion, place an appropriate motion on the floor (if one is not already present), and then continue the discussion under these rules of procedure. Such an action should be taken in the form of a Point of Order, can interrupt another speaker, does not require a second, is not debatable, is not amendable, and cannot be reconsidered. When doing so, the member must clearly state the point of order is to invoke formal parliamentary procedures.

I. Principles of Parliamentary Procedure

The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.

A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.

All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally— for example, not to permit a vocal few to dominate the debates.

A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.

The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members— majority and minority— should be the concern of every member, for a person may be in a majority on one question, but in the minority on the next.

Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.

Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith.

Parliamentary strategy is the art of using parliamentary procedure to support or defeat a proposal. These rules have been written to discourage, if not prevent, the use of parliamentary strategy. Any question/motion brought before this organization should be accepted or defeated on the merits of the question itself, and not on the skillful use of parliamentary procedure. Most of the more formal

mechanisms of parliamentary procedure that support parliamentary strategy have intentionally been omitted from these simplified procedures.

II. Preparing for a Meeting

Although a chairperson will use the various rules of order in conducting a meeting, there are things the chair can do prior to the meeting to help ensure that things will go smoothly.

One of the most fundamental ways to ensure a successful meeting is often overlooked because it is so obvious— ensuring that the room selected for the meeting is suitable and comfortable. The room should permit a seating arrangement in which no one's view is blocked. Moreover, careful attention should be paid to such matters as lighting, acoustics and ventilation, for such factors can play major roles in the success or failure of a meeting. These factors, however, must also be weighed against other equally important factors including location, accessibility, availability, and cost.

By far the most important thing a chairperson can do to ensure a successful meeting is to do his/her homework. The chair should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any "new" business likely to be introduced. Such preparation will enable the person to "stay on top of things" while chairing the meeting, and to anticipate most of the questions likely to be asked, information needed, etc.

The chair should also ensure that key people needed by the meeting (for example, the treasurer, committee chairs) will attend the meeting.

III. Procedures Used in Meetings

A. Quorum of Members

Before a meeting can conduct business it requires a *quorum*— the minimum number of members who must be present at the meeting before business can be legally transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the association by an unduly small number of people.

Our By-Laws specify the number of members that constitute the quorum in a general member meeting, and the number of trustees that constitute a quorum in a Board meeting.

In the absence of a quorum, any business transacted is null and void. In such a case, however, it is that business that is illegal, not the meeting. If the association's rules require that the meeting be held, the absence of a quorum in no way detracts from the fact that the rules were complied with and the meeting held, even though it had to adjourn immediately.

The only actions that can legally be taken in the absence of a quorum are to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent

Before calling a meeting to order, the chair should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum and entertain a motion to adjourn or recess, as described above.

If a meeting has a quorum to begin with, but members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is his/her duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can raise a point of order to that effect at any time so long as he or she does not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken.

If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, the association must call another meeting to complete the business of the meeting. The usual quorum requirements apply to any subsequent meeting unless the association has specified in its By-Laws a procedure to be used in such a situation. (The By-Laws could stipulate, for example, that if a meeting had to be terminated for lack of a quorum, another meeting will be held x days or weeks later, and that the number of members attending that meeting will constitute a quorum.)

If the By-Laws do not provide for a special procedure, all the usual requirements for calling and holding meetings apply.

B. The Agenda

A standard agenda showing the sequence of events in the meeting shall be followed, however it will not contain specific motions that are to be brought before the meeting, nor will it be an item of discussion and vote in and of itself.

Under such an informal agenda, members may discuss issues in the absence of a motion, or place motions on the floor at any appropriate time during the conduct of the meeting.

The normal agenda shall contain the following items of business. The chair can alter the sequence to suit meeting requirements.

Call to Order

Introductions

Secretary's Report

Treasurer's Report

Vice President of Administration Vice

President of Operations President

Trustees

Committee Reports (Includes KCSARA, Unit Leaders and others).

Old Business

New Business

Program

Adjournment

C. Debate on Motions

Business is accomplished in meetings by means of debating *motions*. The word “motion” refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is advantageous to permit discussion of a general topic before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. This departure from strict parliamentary procedure must be used with caution, however. The chair must be careful not to let the meeting get out of control.

Once a motion has been made and seconded, a member may normally speak only once on the same question, except for the mover of the main motion, who has the privilege of “closing” the debate (that is, of speaking last). If an important part of a member’s speech has been misinterpreted by a later speaker, it is in order for the member to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken.

If the member who made the motion that is being discussed claims the floor and has already spoken on the question, he/she is entitled to be recognized before other members. In such a case, that member should only speak to clarification, and not introduce new material, as noted above.

Unless otherwise approved by a majority vote of members present, time for any one person to speak on a motion shall be limited to not more than 5 minutes.

D. Proper Wording of a Motion

Much time can be wasted at meetings when a motion or resolution is carelessly worded. It is for this reason that a motion proposed at a meeting, unless it is very short and simple, should always be in writing. The requirement of having to write the motion out forces more careful wording.

E. Determining Results of a Vote

Majority or other requirements are specified elsewhere in the By Laws and Policies. This section only defines how to determine a majority, 2/3’s or other vote.

Most motions are decided by a majority vote— more than half the votes actually cast, excluding blanks or abstentions. For example, if 29 votes are cast, a majority (more than 14½) is 15. If 30 votes are cast, a majority (more than 15) is 16. If 31 votes are cast, a majority (more than 15½) is 16. Also note

that it is a majority of votes cast, not of members present. For example if 40 members are present, but only 30 votes are cast, a majority would be 16, not 21.

Some motions require a two-thirds majority as a compromise between the rights of the individual and the rights of the meeting. To pass, such motions require that at least two-thirds of the votes actually cast (excluding blanks and abstentions) are in the affirmative. If 60 votes are cast, for example, a two-thirds vote is 40. If 61 votes are cast, a two-thirds vote is 41. If 62 votes are cast, a two-thirds vote is 42. If 63 votes are cast, a two-thirds vote is 42.

A plurality vote is the largest number of votes when three or more choices are possible. Within our organization, the only time a plurality vote may occur is during an election of candidates where there are more than two candidates for an office. In such a vote, the candidate with the most votes shall be declared the winner, even if those votes do not constitute a majority. If two candidates are tied with an equal vote count in a plurality, a winner shall be decided between those two only in a subsequent vote.

F. Challenging a Ruling of the Chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed, a challenge is not in order.

Robert calls a challenge to the chair an “apeal” from the chair’s decision. When a member wishes to appeal from the decision of the chair, the member rises as soon as the decision is made, even if another has the floor, and without waiting to be recognized by the chair, says, “Mr. Chairman, I appeal from the decision of the chair.” The chair should state clearly the question at issue, and if necessary the reasons for the decision, and then state the question this way: “The question is, ‘Shall the decision of the chair be sustained?’” If two members (mover and seconder) appeal a decision of the chair, the effect is to take the final decision on the matter from the chair and vest it in the meeting.

Such a motion is in order when another speaker has the floor, but it must be made at the time of the chair’s ruling. As noted above, if any debate or business has intervened, it is too late to challenge. The motion must be seconded, is not amendable, but can be reconsidered. A majority or tie vote sustains the decision of the chair, on the principle that the chair’s decision stands until reversed by a majority of the meeting. If the presiding officer is a member of the meeting, he or she can vote to create a tie and thus sustain the ruling. (See also the section on Voting Rights of the Chairperson.)

It should be noted that members have no right to criticize a ruling of the chair unless they appeal it.

G. Voting Rights of the Chair

Robert’s rules state that if the presiding officer is a member of the group concerned, he or she has the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when his or her vote would affect the outcome. In such cases the chair can either vote and thereby change the result, or can abstain. If the chair abstains, he/she announces the result of the vote with no mention of his/her own vote.

The outcome of any motion requiring a majority vote will be determined by the chair’s action in cases in which, without his/her vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects

the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority).

If there is one more affirmative vote than negative votes without the chair's vote, the motion is adopted if the chair abstains. If he/she votes in the negative, however, the result is a tie and the motion is therefore lost. In short, the chairperson can vote either to break or to cause a tie; or, when a two-thirds vote is required, can vote either to cause or to block the attainment of the necessary two-thirds.

The chair cannot vote twice, once as a member, then again in his/her capacity as presiding officer.

IV. How Motions are Classified

For convenience, motions can be classified into three groups:

1. main motions
2. secondary motions
3. incidental motions

Secondary motions are ones that are in order when a main motion is being debated.

Before examining each of the types of motions, one should understand the concept of order of precedence of motions. This concept is based on the principle that a meeting can deal with only one question at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way, before any other business can be introduced. Under this principle, a main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it. These other ways are the purpose of the various secondary motions.

The rules under which secondary motions take precedence over one another have evolved gradually through experience. If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B takes precedence over motion A and motion A yields to motion B.

A secondary motion thus takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

Certain secondary motions also take precedence over others, so that it is possible for more than one secondary motion to be pending at any one time (together with the main motion). In such a case, the motion most recently accepted by the chair is the immediately pending question— that is, it takes precedence over all the others.

V. ~~The Main Motion~~

A main motion is a motion that brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending. A main motion ranks lowest in the order of precedence.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded and accepted by the chair.

A main motion must not interrupt another speaker, requires a seconder, is debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, and requires a majority vote.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees. (Usually the chair will ask if the meeting objects to the motion's being withdrawn. If no one objects, the chair will announce: "The motion is withdrawn.")

VI. Secondary Motions

Secondary motions assist a meeting in treating or disposing of a main motion (and sometimes other motions). The secondary motions are listed below in ascending order of rank. Each of the motions takes precedence over the main motion and any or all of the motions listed before it.

The secondary motions are:

1. amend
2. refer
3. limit or extend limits of debate
4. previous question
5. table

A. Amend

An amendment is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the amendment, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion (“as amended,” if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.

B. Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: “That the question be referred to the _____ committee” (or “to a committee”— not named).

A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, and requires a majority vote.

If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required.

C. Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, “I move that debate on this motion be limited to 15 minutes”), or it might

limit the time taken by each speaker (“I move that debate on this motion be limited to two minutes per speaker”).

A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, and requires a two-thirds majority vote.

D. Previous Question (To Vote Immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: “I move that the question be now put.” Alternately within our organization, a member may rise and say “I call for the question”.

A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is debatable, and is not amendable, and requires a two-thirds majority vote. This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to discuss any measure the “majority” wanted to adopt or to defeat.

A motion to put the previous question has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was being debated. The mover of the motion loses his/her right to close debate. If the motion is defeated, debate on the motion before the meeting continues as if there had been no interruption.

E. Table (Lay on the Table)

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lay on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to “bury” it by tabling.

Robert’s rules say, “No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go to the table together.” For example, a main motion may have been made and an amendment proposed to it. The proposed amendment “adheres” to the main motion. If the meeting wants to table either of the motions, it must table both of them. In this example, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion.

A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, and requires a majority vote.

VII. Incidental Motions

These motions are incidental to the motions or matters out of which they arise. Because they arise incidentally out of the immediately pending business, they must be decided immediately, before business can proceed. Most incidental motions are not debatable.

Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending— that is, it must be decided immediately.

The incidental motions are:

1. point of order
2. suspension of the rules
3. consideration by paragraph
4. division of the meeting
5. Question or Point of Privilege
6. Recess
7. Adjourn

A. Point of Order

This motion permits a member to draw the chair's attention to what he/she believes to be an error in procedure or a lack of decorum in debate. The member will rise and say: "I rise to a point of order," or simply "Point of order." The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a seconder, is not debatable, and is not amendable.

B. Suspension of the Rules

Sometimes a meeting wants to take an action, but is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority.

Please note that only rules of procedure can be suspended. A meeting may not suspend By-Laws. After the meeting has taken the action it wants to take, the rules that were suspended come into force again automatically.

C. Consideration by Paragraph

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion *to consider by paragraph*.

Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires a majority vote.

D. Division of the Meeting (Standing Vote)

If a member doubts the accuracy of the chair's announcement of the results of a voice vote, or a vote by show of hands, he/she can demand a division of the meeting—that is, a standing vote. Such a demand can interrupt the speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

The following three motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately pending question may be a motion to amend or a motion to put the previous question).

E. Question or Point of Privilege

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can raise a point of privilege, which permits him/her to interrupt pending business to make an urgent statement, request or motion. (If a motion is made, it must be seconded.) The motion might also concern the reputation of a member, a group of members, the assembly, or the association as a whole.

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

F. Recess

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time.

A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), and requires a majority vote.

G. Adjourn

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the association or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, and requires a majority vote.

If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting.

The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.

VIII. Motions That Bring a Question Again Before the Assembly

These motions can bring business back to a meeting.

1. Take from the Table
2. Discharge a Committee

A. Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: "That the question concerning _____ be taken from the table." Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the tables passes, the meeting resumes debate on the original question (or on any amendments to it). If a considerable period of time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

B. Discharge a Committee (From Further Consideration)

If a question has been referred, or a task assigned, to a committee that has not yet made its final report, and if a meeting wants to take the matter out of the committee's hands (either so that the meeting itself can deal with the matter or so that the matter can be dropped), such action can be proposed by means of a motion to discharge the committee from further consideration of a topic or subject.

Such a motion cannot interrupt another speaker, must be seconded, is debatable (including the question that is in the hands of the committee), and is amendable. Because the motion would change action already taken by the meeting, it requires:

- a two-thirds vote, or

- a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
- a vote of the majority of the entire membership— whichever is the most practical to obtain.

SECTION 9

FORMS AND RECORDS MANAGEMENT

During the course of normal operations, all official minutes, records, outgoing correspondence, financial records and reports, newsletters, property inventories, and membership databases shall be prepared and maintained in a standardized electronic format on a personal computer whenever possible. Except as specifically noted otherwise, all files shall be prepared and maintained in Microsoft Office applications (Word, Excel, Access, etc.). Documents prepared specifically for electronic distribution to members (e.g., the HUB newsletter) shall be in Adobe PDF format.

An annual inventory of all Corporate property shall be conducted, the results of which shall be provided to the Treasurer who shall include this data with the archived financial records.

At the end of each calendar year, the various minutes, records, correspondence, financial records, newsletters, and membership database of the corporation shall be archived electronically on a CD-Rom, DD Rom, or comparable standard media in two copies. One of the copies shall remain with the Secretary's official records, the other shall remain with the President's official records. It is the responsibility of each officer to provide those documents under his/her jurisdiction in electronic format to the Secretary who shall compile and prepare the files for recording of the CD. (If the volume of data is sufficient, then multiple CD's shall be prepared as required, and labeled as 1 of x, 2 of x, etc., where x is the total number of CD's in a single set.)

Archived materials shall be considered private and confidential, and shall not be copied, loaned, distributed or released in their entirety, except as may be required by law. Excerpts from them, except for confidential minutes or correspondence resulting from or pertaining to a closed Board session, may be prepared and distributed by the current Secretary upon written request by a member in good standing. Except as otherwise required by law (e.g., a valid subpoena), archived confidential minutes or correspondence resulting from or pertaining to a closed Board session may only be released or discussed in a closed Board session.

SECTION 10

TREASURER POLICES AND PROCEDURES

A. Purpose and Scope

The purpose of this policy is to establish minimum standards to be met by the Corporation in the handling of its funds and other assets and in the maintenance of its financial records.

B. Custody of Funds

1. All money received must be placed directly into accounts insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA). The accounts must be in the name of the Corporation. No monies other than funds belonging to the Corporation may be placed into any Corporation bank or investment account.

2. Other investments may be made which are consistent with provisions of the By-Laws of the Corporation. Because only banks and some credit unions are federally insured, and then only to a maximum amount, it is suggested that any investments with other than federally insured institutions be avoided. Great care should be taken when deciding where and how to invest Corporation funds. The safest form of investments available include treasury bills, certificate of deposit, and notes and bonds of government agencies. Other forms of investments currently available, such as money market account(s), can also be used, provided that the risk to principal is minimal.

3. Negotiable instruments (e.g., bonds) shall be placed in a safety deposit box which shall be rented in the name of the Corporation, and access to such deposit box shall be available only to the authorized representatives of the Corporation jointly. Unless the bylaws of the Corporation provides otherwise, those representatives should be the same as those who are authorized to sign checks for the Corporation. Investments certificates may also be placed with a bank, brokerage, or a investment manger acting as custodian.

4. It is recommended that petty cash funds established for the Corporation not exceed \$100.00. The amount should not exceed that amount considered necessary for normal operations. Expenditures from petty cash funds must be supported by receipts. Petty cash funds shall be reimbursed by check, for the amount expended since the previous reimbursement, at which time the receipts, voucher, and listings of expenditures shall be submitted to the Treasurer, who shall retain such records. No cash received shall ever be placed directly in any petty cash fund. All checks issued to replenish petty cash funds must be made payable to the custodian of the petty cash. Petty cash checks are to be made out only in the amount of the funds being replenished for which proper documentation has been submitted as support for the reimbursement. The petty cash custodian is responsible for accounting for the balance of petty cash as well as all funds disbursed from that account. Checks issued to persons other than the petty cash custodian are considered to be an advance of expenses, which must be supported by a valid expense report.

C. Maintaining Records

1. The following records must be maintained by the Treasurer or Secretary. All records listed below must be retained for a minimum of six (6) years:

- (a) Automated accounting system output, if any.
- (b) Cash Book or Cash Receipts/Journal disbursements. Information required to be entered in the Cash Book must be recorded and totaled monthly. This book or journal shall contain no erasures and no pages torn out. If errors are made, circle the error and make a note that it is an error; then make the correct entry. If an automated accounting system is used, a manual cash book does not need to be maintained.
- (c) Bank receipts for all deposits.
- (d) Documentation for receipts. Each item deposited into a bank account should be clearly documented.
- (e) Bank statements and canceled checks. The canceled checks which are returned with any statement must be kept with that statement, regardless of the date or number appearing on the check. Carbon copies of the original checks may be used in place of cancelled checks. Carbon copies must be kept with the bank statements for the fiscal year in which they are written.
- (f) Bank reconciliation. A bank reconciliation shall be prepared each month and attached to the bank statements. Balancing the checking account monthly may prevent losses due to errors by the bank or Corporation.
- (g) Check stubs and voided checks. The signature block should be removed from all voided checks, which are to be clearly marked as "void" in large bold letters. Void checks must be attached to the check stub or retained in a secure place.
- (h) Paid bills and invoices.
- (i) Receipts for expenses reimbursed.
- (j) Records of expenditures from petty cash.
- (k) Financial reports. Prepare for the membership or board; all federal reports (form 990, 990EZ) filed with the Internal Revenue Service.
- (l) Contracts of any nature which involve financial obligations on the part of the Corporation.
- (m) Documents constituting evidence of ownership by the Corporation of any property or equipment of any nature.
- (n) Copies of any statement or transaction advice from brokerages, investment houses or mutual fund managers for investment accounts maintained for the Corporation.
- (o) Copies of the minutes of any board, general membership, or committee meeting at which any financial decisions were made, approved or rejected.
- (p) Correspondence from government agencies concerning financial or tax related issues.

3. When a new treasurer is elected, the outgoing treasurer must, as quickly as possible, give all records to the incoming treasurer. A list of records shall be prepared and provided to the incoming treasurer, and shall be retained as part of the financial records.

D. Income

1. The Treasurer must maintain documentation for all funds received. This documentation must indicate the date of receipt of the funds, the source from whom the funds were received, the purpose, and the amount received. This documentation shall be retained and filed.

2. A Cash Book (or, in some cases, a Cash Receipt Journal) must be maintained. A separate page or pages shall be used for each month's receipts. The same information shall be entered in the Cash Book, or automated accounting system, as is shown on the supporting documentation: the date, source, purpose, and amount of funds received. When recording dues, the cash book should also indicate the number and kind of units and the month for which the funds were received. If the Corporation has more than one bank account, the Cash Book must indicate the account into which the funds were deposited. If using an automated accounting system equivalent information must be recorded in the automated system.

3. Bank deposit slips must be attached to appropriate monthly bank statements. These documents shall be retained by the financial officer and filed by date of deposit.

4. Each time money is deposited, the amount and date of deposit shall be entered in the Cash Book and in the appropriate checkbook or bankbook of the Corporation.

5. Any amounts received, whether in cash or check, must be promptly deposited in full in a bank account in the name of the Corporation. Checks payable to the Corporation must not be converted to cash, in part or in whole. Any cash received must be promptly deposited into the Corporation's bank account, not added to the Corporation's petty cash account.

E. Expenditures-Authorization

_____ . Corporation money can be spent only with proper authorization. Proper authorization is accomplished by the following methods:

1. Expenditures to meet contractual obligations, providing proper advance authorization of the original contract or policy was obtained from the membership or the board, may be made without further authorization. Examples include payments made pursuant to leases on office or meeting space, automobiles, and equipment.

2. Expenditures may be authorized by vote of the membership or board. Examples include:

A. By motion properly made and carried authorizing the expenditure of a specific amount or not to exceed a specific amount. The motion in its entirety should be entered in the minutes.

B. By motion properly made, carried and entered in the minutes authorizing regular payment of recurring obligations (examples: rent for a meeting hall once each month). Having once been made, such authorization will stand indefinitely unless canceled by motion made, carried, and entered in the minutes at a subsequent meeting.

C. By motion properly made, carried, and entered in the minutes authorizing the officers to enter into a purchase or service contract. Once signed, the contract becomes a recurring obligation, and no further authorization is needed. A copy of the contract must be attached to the minutes of the meeting at which it was approved and must also be made a part of the financial officer's records.

D. By Board motion properly made, carried, and entered into the minutes approving a budget for the coming year. This budget shall set forth the anticipated income and the sources thereof, and the anticipated expenditures and their purposes. Each Board officer shall have a separately identified

section of the budget, and is authorized to manage the Board approved funds within that section at his or her discretion without further Board approval. Changes to line items within a given section shall be provided to the Treasurer who shall make the applicable change and include it in the next monthly report. A super majority (5 of 7) vote of the Board for good cause may suspend an individual Board member's budgetary discretion.

E. Upon receipt of a grant or contribution targeted to a specific purpose. For example, a grant received for purchase or upgrade of radio equipment may and should be spend in it's entirety on radio equipment without further budgetary approval.

F. Expenditures-Procedures

1. All authorized expenditures must be made by check, electronic funds transfer, or from petty cash.
2. Rubber stamps shall not be used for check-signing purposes. Use of a check-signing machine is not permitted.
3. At the time a check is issued, the date, amount, payee, and purpose of the check must be entered on the check stub or in the check register. No later than the end of the month in which a check is issued, the same information must be entered in the Cash Book or automated accounting system.
4. Checks may not be made out to "cash." Checks must be made payable to either an individual, who is responsible for providing a complete and proper accounting as to how those funds were spent, or to a vendor, who must submit receipts, invoices or other appropriate documentation. Checks used to replenish any petty cash funds are made payable to the individual who is the custodian of petty cash, not to "cash."
5. In paying any bill, the check number, the date, and the amount of the check should be attached to or written on the face of the bill, which shall then be filed and retained by the treasurer.
6. Bank Debit Cards and/or Automated Teller Machine (ATM) Cards may not be used under any circumstance. Any such cards issued by a bank must be returned to the bank, with notice that no such cards are to be issued in the future. Use of these cards are prohibited because they circumvent the requirement that two officers sign all disbursement checks, and because these cards do not provide a verifiable audit trail.
7. Expense reports must be used to document all reimbursements to officers and members. Each item to be reimbursed must be documented to indicate its date, amount and corporation purpose (authorizing budget line number and applicable board approval). Receipts must be attached. All expense reports should be filed on a timely basis.
8. Any individual authorized to use a Corporation-owned credit card must provide an itemized expense report to the Corporation accounting for each and every charge. Explanations must be provided to adequately justify the Corporation purpose of the charges. The actual credit card receipts and the itemized sales slip must be attached to the expense report. Expense reports for direct billed items should be submitted and approved prior to payment of any bills for charged items. Any items charged that are not approved by the appropriate officer(s) must be paid back to the Corporation immediately by the person incurring such charges. Under no circumstances should the Corporation make a payment directly to a credit card company for an individual's personal credit card.

G. Reporting

1. A monthly financial statement must be prepared by, or under the supervision of, the Treasurer. Regular financial reports must be made to the Board and to the membership. Monthly financial reports must be completed and available to the Board and/or membership no later than the next scheduled Board or membership meeting.

2. The monthly financial statement shall include a listing of all current financial assets (e.g., bank account balances, CD's, other financial instruments, etc.).

3. The monthly budget report will include a listing of income and expenditures, by line item, for the current month and cumulative year to date.

4. The Corporation may be required to file various governmental reports such as IRS Form 990, IRS Form 990EZ, 990 Schedule A, etc. Failure to file any required government report could cause a penalty to be imposed.

H. Confidentiality of Financial Records

Corporation officers and members must be prudent in the use of information acquired in the course of their duties and therefore must:

A. Limit requests for and use of information to that required for legitimate Corporation business purposes.

B. Restrict access to records to those with proper authorization and legitimate Corporation business needs.

C. Not disclose confidential information unless specifically authorized to do so.

D. Not use any confidential information for any personal gain or in any manner which would be contrary to law or detrimental to the welfare of the Corporation.

I. Audits

1. At least once each year, or upon change of Treasurer, an audit of the Corporation must be conducted by two individuals (selected from the Board or General Membership) as designated by the Board, or by an independent auditor(s) not otherwise connected with the Corporation, its officers or its staff. Audits may also be performed at other times should a need be determined by the officers, or members. Whether performed by members or outside auditors, the audit must include an examination of the records required to be maintained by this policy and a written report must be made to the board and to the membership. If the audit is performed by independent auditors, the findings must be reported to the general membership, either by the financial officer or by a committee designated by the Corporation for that purpose. If the audit is performed by members, the findings must be reported to the Board and to the general membership by them. While conducting the audit, the members shall follow the procedures outlined in the Audit Guide, which is included in this policy.

2. The Treasurer shall not be a member of the audit team.

3. The audit report must be attached to the minutes of the meeting at which it was presented and maintained as a permanent record in the Corporation's files.

J. Audit Guide

. The following guide shall be used by Corporation members performing duties as an audit team.

The answer to each of the following questions should be "YES, a "NO" response is a violation.	Yes /No
1. Are bank statements maintained for each account?	
2. Does each bank statement show the name and address of the corporation?	
3. Is a bank reconciliation prepared monthly for each bank account?	
4. Is a written bank reconciliation attached to each bank statement?	
5. Is a carbon copy check stub on file to support each disbursement reflected on the bank statement?	
6. (Deleted)	
7. Is a cash disbursement journal or automated accounting system maintained?	
8. Is each check (including void checks) listed in the register?	
9. Are bank receipts maintained for all deposits?	
10. Are bank receipts matched to bank statements to confirm that deposits are recorded by the bank?	
11. Is each cash receipt identified and explained in the checkbook and cash receipts	
12. If the council has a petty cash fund, is the balance (and checks to replenish it) \$100	
13. Are Petty cash receipts on file to support each check used to replenish the petty cash fund?	
14. Are minutes documenting expenditures maintained for all general membership and board meetings?	
15. Are all expenses properly authorized by the board and membership for budgets, expenses or contracts?	
16. Do all expenditures serve a legitimate council purpose?	
17. Are paid bills filed in an orderly and organized manner?	
18. Is the check number, date and amount paid written on or attached to filed bills?	
19. Is an expense report on file to document each reimbursement to officers and	
20. Do expenses reports have adequate receipts attached and is the council business documented?	
21. If the council has a charge card, are itemized expenses on file to account for each transaction?	
22. If the council has a charge card, are receipts for each transaction reconciled to the statements?	
23. Are monthly financial statements prepared and given to the board and	

24. Do monthly financial reports reflect the following? Income by source and total income Expenses by type and total expenses Total cash at month's start and end A list of unpaid bills at month end	
25. If required to file IRS 990 has the form been filed by May 15 or 5 1/2 months after fiscal end?	
The answer to each of the following questions should be "NO" a "YES" response is a violation.	
26. Are any checks made payable to "Cash"?	
27. Does the Corporation have a Bank Debit Card or ATM Card?	

KC4X4SAR EXPENSE REPORT FORM

I AM APPLYING FOR REIMBURSEMENT FOR THE ATTACHED RECEIPTS FOR ITEMS PURCHASED OR SPENT FOR KC4X4SAR.

Member Name:

Date:

Amount: \$

Budget Line #:

Description of Expenditure:

Requestors Signature:

(Do not fill out area below this line)

Disposition

_____	_____	_____	\$	_____
Line #	Date	Check #		Amount Paid

Treasurers Signature:

K. TREASURER HANDBOOK

The following is provided as a general reference for the Treasurer. It is not intended to be policy, rather a guide as to how operations should be undertaken.

TAX EXEMPT STATUS

King County 4x4 Search and Rescue is exempt from federal income tax under the provisions of Section 501 (c)(3) of the Internal Revenue Code. This exemption applies only to income taxes. The corporation is not exempt from sales tax.

When the corporation was chartered, it applied for an Employer Identification Number (EIN). The IRS assigns a unique nine-digit number which will be used to identify the corporation on reports required by the federal government.

Banks also ask for the corporation's EIN for their records. The Corporate EIN is 91- 0785805. Never use the Social Security number of an officer in place of the corporation's EIN, as this could lead to tax consequences for the officer involved.

FINANCIAL DUTIES OF OFFICERS

FINANCIAL DUTIES OF THE TREASURER

- Receive money for the corporation.
- Deposit money in bank selected by the board.
- Write checks as required by the bylaws or authorized by the membership or board. Always have authorization, documentation, and explanation before issuing a check.
- Prepare bank reconciliations for each account each month.
- Sign checks with authorized cosigner only after determining that proper documentation for expenditure is on hand and that expenditure is for appropriate and necessary business.
- Keep financial records.
- Report monthly financial affairs to the board and membership on a regular basis. ➤

See that the required governmental reports are filed on a timely basis.

- Assist Auditors in completing the required audits.
- Conduct the fiscal affairs of the corporation in a responsible manner.

FINANCIAL DUTIES OF THE PRESIDENT

- Initiate appropriate actions to maintain financial stability of the corporation. ➤

Determine that all required governmental reports are filed on a timely basis. ➤

Perform other duties as required by the corporation's bylaws.

FINANCIAL DUTIES OF THE BOARD

- Oversee and provide advice regarding financial transactions of the corporation.

- Approve only expenditures that are for appropriate and necessary corporation business for the exclusive benefit of the corporation and members.
- For officers with financial signature authority, sign checks only after determining that proper documentation for expenditures is on hand and that expenditures is for appropriate and necessary corporation business.
- See that prudent guidelines exist and are followed for any major purchase or commitment of corporation funds, including multiple vendor bids.
- Ensure that financial stability of the corporation is maintained. Expenditures should not exceed income.
- Determine that all required governmental reports are filed on a timely basis. ➤

Perform other duties as required by the corporation bylaws.

FINANCIAL DUTIES OF THE AUDITORS

- Determine that an audit of all funds of the corporation is performed either by an independent auditor or by the corporation Auditors themselves at least once each year, or more often if required by the corporation's bylaws.
- Report audit findings to the membership and the board.

GENERAL INFORMATION

AUTOMATED ACCOUNTING SYSTEMS

Computerized accounting systems, properly developed and administered, are recommended. Such electronic record keeping may be utilized if it essentially accomplishes the purposes of the manual operations described in this Code.

A printout (hard copy) of the current primary financial records maintained on an automated accounting system must be made each month. One method of maintaining these reports is to attach them to the minutes of the regular board meetings. The following reports must be printed and maintained:

- Balance sheet.
- Income statements by budgetary line item.
- Accounts payable by budgetary line item.
- Any other report necessary to provide a comprehensive audit trail.

Automated accounting and/or membership systems should maintain several back-up tapes and/or diskettes, using a systematic procedure for updating the back-ups to include prior data as well as new transactions since the last back-up.

CUSTODY OF FUNDS

All banking and investment accounts of the corporation are subject to the provisions of Section B, Custody of Funds, of the Financial Standards Code. These accounts include, but are not limited to the following:

General Operating Account

All money received by the corporation must be placed into accounts insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration. Maximum insurance coverage is limited to \$100,000 per banking institution (not per account). If deposits exceed this limit the corporation should consider opening accounts at more than one institution.

GENERAL OPERATING ACCOUNT

The General Operating Account is the account from which the corporation makes its normal operating expenditures. The account is funded by either: 1) a check from KCSARA for its share of disbursements, and 2) other income as outlined on budget statements.

EXPENSE ADVANCES

Expense advances are payments made to an individual for corporation expenses that have not yet been incurred. Advances should subsequently be accounted for by submission of expense reports, invoices and other documentation required for expense reimbursement. Any advances in excess of amounts reported on expense reports must be returned to the treasurer and deposited to the appropriate bank account.

Policy must clearly identify when the corporation can issue advances and how recipients must account for advances. Authorized advances must be documented in the minutes of the membership or board meetings.

CREDIT CARDS

Adequate procedures for prompt reimbursement of authorized expenditures generally eliminate the need for the use of a credit card that creates exposure of the corporation to potentially excessive liabilities. However, while KC4X4SAR does not recommend the use of corporation-owned credit cards, should the corporation choose to provide van drivers and/or officers with credit cards that are billed directly to the corporation, written policy or procedures manuals must clearly identify the corporation's positions which qualify for the use of a card and must explain the types of authorized expenditures.

The policy should provide details of the types of both authorized and prohibited usage. Approval of individuals authorized to use a corporation-owned credit card should be clearly documented in the minutes of the membership or board meetings.

Policy must require all individuals authorized to make a charge directly to an corporation credit card to provide an itemized expense report detailing each and every charge made as well as its corporation-purpose. The actual credit card receipt and the itemized sales slip must also be attached to the expense report. Personal charges to the corporation credit card must be prohibited and any inadvertent personal use must be required to be repaid promptly.

The corporation must not, under any circumstances make a payment directly to a credit card company for any individual's personal credit card.

EXPENDITURES

In general, policies for expenditures should encourage adherence to the requirements of the Financial Standards Code, applicable laws, and other good business practices.

Policy must require that expenditures be properly authorized by one of the methods identified in the Financial Standards Code and must be for legitimate corporation business purposes. Extravagant and/or unnecessary expenditures should be prohibited. Larger expenditures require the use of

appropriate purchasing procedures such as competitive bidding to ensure that the best price and terms are obtained.

EXPENSE REIMBURSEMENTS

Policy must clearly identify the types of corporation activities for which expenditures will be reimbursed. It must require the use of expense reports to document all reimbursements to officers and members. Each item to be reimbursed must be documented to indicate its date, amount and corporation purpose. Receipts must be attached and each expense report must be approved.

AUDITS

Policy should indicate whether audits are to be performed by an outside auditor or by the corporation Auditors selected for that purpose in accordance with the provisions of the bylaws, policies and procedures.

GLOSSARY OF TERMS

Audit - Examination of the corporation's financial records conducted by corporation auditors or independent auditor(s).

Auditors - A minimum of two auditors are selected by the board, one of which must be a board member. Auditors selected from the board may be any officer other than the treasurer. Auditors may also be selected from the general membership. Auditors are responsible for conducting the annual or more frequent audits of the corporation's financial records required by the corporation's bylaws, or, for seeing that outside experts are employed to conduct such audits, as well as their regular duties outlined in the bylaws.

Bank Debit - These cards are credit card type cards, issued by a bank allowing an individual Card or Automated Teller Machine (ATM) to draw cash out of an ATM or make purchases that are charged directly to an individual's bank account. Debit cards and ATM cards may not be used.

Bank Reconciliation - Reconciliation each month of the balance on the bank statements to the balance on the check register.

Budget - Projection of income and expenses for the coming year.

By-laws - Constitution by which the corporation is governed.

Cash Book - Financial record book used to record all receipts and disbursements. Recorded amounts should be totaled monthly.

Dues - A yearly fee that may be charged to all members of KC4X4SAR to participate in and benefit from services provided by the corporation.

EIN - Employer Identification Number (Social Security Number for Businesses). Every corporation must have an EIN issued by the IRS and that number must be on file. Failure to have an EIN or to place it on file may jeopardize the corporation's status as a non-profit organization.

Expenditure Authorization - Approval of all disbursements by the corporation. All expenditures must be authorized by the bylaws, law, contract or vote.

Expense Advance - Payment made to an individual for corporation expenses that have not yet been incurred. If the individual receives an advance against expenses, the individual must submit paid receipts for all expenses incurred. If the expense is more than the amount of the advance, a check may be issued to the individual for the additional cost. If the expense is less than the amount of the advance, the difference must be collected from the individual immediately, and deposited in the corporation's account.

Expense Report - Document explaining each expenditure made by an individual for which reimbursement is to be made by the corporation. Each item to be reimbursed will require supporting documentation and adequate explanation of the corporation purpose for the costs incurred.

Financial Standards Code - Minimum bookkeeping standards, rules and procedures established to ensure that the corporation fairly and fully accounts for the finances of the corporation.

Financial Statement - A listing of income and expenses as well as a statement of assets owned and bills paid. Should be prepared by the corporation each month.

Form 990 & 990 EZ (IRS) - The corporation is required to file an "Information Return of Organizations Exempt from Income Tax" form 990EZ if they have annual receipts totaling over \$25,000

and less than \$100,000. Corporations with annual receipts of \$100,000 or more are required to file IRS Form 990.

Officer - Elected official of the corporation who is a member of the board that governs and has decision-making authority on behalf of the corporation.

Reimbursed Expense Accountable Plan - Payment(s) made to an individual for charges incurred on behalf of the corporation. If the payment represents reimbursement to the individual for actual expenses paid, documented and submitted to the corporation, the payment to the individual is treated as a non-taxable reimbursed expense. The individual must submit an expense report and paid receipts for all expenses incurred. By submitting paid receipts to the corporation, the individual has accounted for expenses and neither the individual nor the corporation are required to report payments of the expense to the IRS.

SECTION 11

WEB OPERATIONS - Web Page

A web presence shall be maintained by KC4X4SAR, which shall include as a minimum a web page with a public area where information on KC4X4SAR can be found, application and joining information is provided, etc., and a private area for members only where additional information and services are provided as needed or desired.

Unless otherwise directed by the Board, the Vice President for Administration shall have functional responsibility for the web page, and the Board shall have full responsibility for, and full authority over, all web content. Should a Board member other than the VPA be designated for this responsibility, all following references to the VPA shall refer to the designated person.

The VPA shall have budget and contract authority for both web hosting, and web mastering. The webmaster may be a volunteer (member of the unit), or a hired resource, as needed.

Webmaster. Whether volunteer or hired, the webmaster is responsible for the daily operation and maintenance of the web page. The webmaster is encouraged, and expected, to make recommendations for improvements or changes to the VPA, and the VPA shall include the webmaster in any considerations for changes to the web page. However, decision authority resides with the VPA and Board. The webmaster shall not make substantive changes to the web page (appearance or content) without VPA approval.

Passwords. The VPA shall be provided all passwords, permissions, and accesses to the web page for emergency use. The VPA is NOT expected to utilize those routinely, that is the responsibility of the webmaster. Upon change of either webmaster or VPA, all passwords shall be changed.

Should there be issues between the VPA and Webmaster, the full Board shall resolve them.

Electronic Communications

The Board of Directors may from time to time select one or more Electronic Communications Systems ("ECS") it deems useful to the organization (including email, email distribution lists, messaging systems for missions and training, group management, etc.). ECS applications are assets of the corporation and shall be approved by the Board of Directors and administered by the VPA. Members must ensure that they use Electronic Communications tools in an acceptable way and do not create unnecessary risk or problems for the organization.

Unacceptable use includes, but is not limited to, the following:

- Use for personal businesses, including commercial or advertising
- Forwarding of confidential messages externally
- Distributing or disseminating material that is considered indecent, pornographic,

- obscene, illegal, discriminatory, offensive, abusive, or otherwise unacceptable
- Broadcasting unsolicited personal views on social, political, religious, or other non-business related matters
- Transmitting any message or content that may have a negative impact upon the reputation of any unit of the King County Search and Rescue Association, or the King County Sherriff's Office

Individual use of ECS applications by individual Members, i.e. email, shall not generally be subject to review by any individual with administrative access. Member communications may only be reviewed by a member of the Board of Directors with good cause shown to a Trustee, who must provide their approval of such review in writing in advance of any action. Within 30 days of such approval, the Trustee shall provide details of the request and justification for approval in writing to the Board of Directors.