

Nevada County Sheriff's Humane Emergency Animal Rescue Team (HEART)

Article I Certification, Membership Qualifications & Membership Classifications

Section 1. Certification:

Application for membership shall be made to Nevada County Sheriff's Office; and all accepted applicants must be registered as a disaster worker under the appropriate laws, rules and regulations. The Sheriff, or their designee, may appoint those applicants that have been submitted to them by NCSO HEART, as Board Members. The Sheriff, or their designee, has the final decision as to the appointment of new members. The organization shall be composed of certified volunteer members and active sheriff personnel as hereinafter defined.

Section 2. Membership Classifications

(a) Volunteer members:

All volunteer members shall meet the requirements and conditions as defined by the Sheriff of Nevada County.

(b) Corporate Officers:

The Sheriff, or their designee, who is the President of NCSO HEART shall appoint the Officers, and these members shall consist of five (5) NCSO members. The Sheriff, or their designee, shall appoint these members at will, and the individual appointments should be identified in the Board meeting minutes.

The Corporate Board of Director's has the arbitrary authority to conduct business matters on behalf of NCSO HEART and its members. These appointments of officers shall remain in effect until such time as the Sheriff, or their designee, terminates the appointment or the member resigns. The duties of each member, as well as the requirements, are set forth in Article II of these by-laws. Corporate Officers are the only voting members.

(c) Directors:

The Sheriff, or their designee, who is the President of NCSO HEART shall appoint the Directors, and these members shall consist of five (5) HEART members, made up of volunteers or NCSO Staff. The Sheriff, or their designee, shall appoint these members at will, and the individual appointments should be identified in the Board meeting minutes.

The Board of Directors has the authority to conduct business matters on behalf of NCSO HEART and its members. These appointments of directors shall remain in effect until such time as the Sheriff, or their designee, terminates the appointment or the member resigns. The duties of each member, as well as the requirements, are set forth in Article II of these by-laws. The position of Director is a non-voting position.

(d) Juveniles:

Juvenile members may be considered on a case by case basis.

(e) Termination:

The Sheriff, or their designee, shall have the authority to remove from membership and/or to suspend or revoke any person/process.

Article II

Corporate Officers

Term of Office & Duties

Section 1. President

The Nevada County Sheriff, or their designee, shall hold the office of President. The duties of the President are:

- (1) To chair and conduct all NCSO HEART meetings
- (2) To appoint and/or replace any corporate officer.
- (3) Shall be responsible for the development of overall plans, policies, and standards to assure that an effective level of search and rescue services are maintained.
- (4) To work in conjunction with the other members of the Corporate Officers in obtaining funding and developing programs.
- (5) To accept, receipt and remit to the secretary or treasurer, any and all donations on behalf of NCSO HEART.

Section 2. Vice President

The Animal Control Supervisor shall hold the Vice President's position. The duties of the Vice President are:

- (1) To assume the responsibilities of the President if the President is unable to perform the duties, either by absence or illness.
- (2) Responsible for overseeing the NCSO HEART Training Program. Approves courses and instructors. Responsible for lesson plans and records of all training given for NCSO HEART individuals, as well as, each individual's qualifications. Works with other counties CART

staff, and other emergency agencies, to provide specific or special training for NCSO HEART.

- (3) To develop and maintain a detailed membership roster. The details should include the following:
 - (i) Name
 - (ii) Address
 - (iii) Telephone Number
 - (iv) Background application package.

Section 3. Secretary

The Secretary's position is held by the ACO Legal Office Assistant. The duties of the Secretary are:

- (1) To serve as the secretary to NCSO HEART and the board of directors.
- (2) To maintain accurate minutes of all meetings.
- (3) To receive all correspondence.
- (4) To prepare all NCSO HEART communications, i.e. letters, news releases, newsletters, etc.
- (5) To develop and maintain a detailed membership roster. The details should include the following:
 - (i) Name
 - (ii) Address
 - (iii) Telephone Number
 - (iv) Membership classification and status (i.e. Volunteer; began 12/95)
 - (v) Certification documents and/or approval documents pertaining to their qualifications.
- (6) To record and document all voting data.
- (7) At the direction of the Corporate Officers, to convey information to the members.
- (8) To work in conjunction with other Corporate Officers in obtaining funding and developing programs.

(9) To accept, receipt and remit to the Treasurer, any and all donations on behalf of NCSO HEART.

(10) To log and file all corporate resolutions.

Section 4. Treasurer

The Treasurer's position shall be held by the Nevada County Sheriff's Office's Chief Financial Officer or their designee. The duties of the Treasurer are:

- (1) To maintain a detailed, documented and reconciled set of treasury books for NCSO HEART.
- (2) To prepare all financial reports necessary for the Certified Public Accountants use in preparing the state and federal tax filings.
- (3) To monitor all line items of the budget(s) and report to the Corporate Officers the status at each board meeting.
- (4) To modify the budget(s) as directed by the Corporate Officers through Corporate Resolutions.
- (5) To book and receive all revenue and expenditures.
- (6) To work in conjunction with other Corporate Officers in obtaining funding and developing programs.
- (7) To accept and receipt any and all monitory donations on behalf of NCSO HEART.

Section 5. Board Member

This Board Member position shall be held by a Nevada County Animal Control Officer. The duties of the Board Member shall include.

- (1) To interface with volunteer members of NCSO HEART in order maintain clear understanding of policies, procedures and objectives of NCSO HEART.
- (2) To work with sponsors and contributors.
- (3) To work in conjunction with other Corporate Officers in obtaining funding and developing programs.
- (4) To accept, receipt and remit to the treasurer, any and all donations on behalf of NCSO HEART.

Directors

Term of Office & Duties

Section 1.

The Board of Directors can include NCSO staff and HEART volunteers in good standing. There shall be a total of five (5) Directors on the Board, who serve at the will of the Sheriff, or their designee. The duties of a Director include:

- (1) To interface with volunteer members of NCSO HEART in order maintain clear understanding of policies, procedures and objectives of NCSO HEART.
- (2) To work with sponsors and contributors.
- (3) To work in conjunction with other Corporate Officers in obtaining funding and developing programs.
- (5) To accept, receipt and remit to the treasurer, any and all donations on behalf of NCSO HEART.
- (6) To assist in any aspect of the administrative functions of the NCSO HEART, as directed by the president or the corporate board.

Article III

Meetings

Section 1. Corporate Meeting:

The Corporate Officers of NCSO HEART shall meet quarterly as determined by the Vice-President. The time of the meeting will be flexible. and the location will be in the Sheriff's conference room in the administrative division of the Sheriff's Office, unless another date, time and location are specified. Minutes of these meetings, as well as the treasurer's reports, shall be documented and presented for review and/or approval.

Section 2. General Membership Meetings

The active, retired, and volunteer members shall meet monthly.

Section 3. Quorum:

A quorum is defined as a simple majority of the members.

Article IV **Voting**

Section 1. Voting:

The Corporate Board shall be allowed to conduct voting by two methods:

- (1) In person voting shall be by a show of hands, or verbal, as decided by the President during corporate meetings.
- (2) Electronic voting may take place on general topics in between Corporate Board meetings. The topic shall be sent to the entire Board by a current Board member for discussion and a vote for action. The discussion and ultimate votes shall be retained and brought to the next Corporate Board Meeting where they can be attached meeting minutes.

The results of the all votes shall be recorded in the minutes of the meeting.

Section 2. Proxy Voting for Absent Corporate Officers:

Any Corporate Officer may verbally give their proxy vote to another Corporate Officer. Proxy votes shall be announced at the time of voting and will be noted in the minutes.

Section 3. Simple Majority Approval:

Three of the Five voting members of the corporation shall constitute a majority vote.

Section 4. Bylaw Changes:

Any changes, additions, or deletions to the Articles of Incorporation, Nevada County Sheriff's Office Humane Emergency Animal Rescue Team must be submitted in writing at a Board Meeting. Placed on agenda of the next Board Meeting, and voted upon and enacted.

Section 5. Purchases and Annual Budget

- (1) An annual proposed budget shall be brought before the Corporate Board in first meeting of the calendar year. The proposed budget shall include projected purchases for equipment, training and annual re-occurring expenses. Once the proposed budget has been reviewed and approved by the Corporate Board items on the budget do not need any additional approval prior to purchase.
- (2) All other purchases exceeding \$2,000.00 that were not on the approved annual budget will need to go before the Corporate Board for approval prior to purchase.