



By-Laws
Tip Top Search and Rescue, Inc.

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ARTICLE I – OBJECTIVES

SECTION 1: TTSAR Purpose

Tip Top Search and Rescue (TTSAR) volunteers will serve Sublette County, Wyoming and the surrounding area with an organized emergency service for search and or rescue without compensation, under the order and direction of the Sublette County Sheriff's Office (SCSO).

SECTION 2: Availability

TTSAR volunteers will coordinate, train, and maintain an operational group of approximately 40 members. These 40 members shall meet and comply with the minimum requirements set forth in the bylaws. The volunteers of TTSAR will be available to respond to requests for assistance 24 hours a day and 7 days a week throughout the year.

SECTION 3: TTSAR Authority

The TTSAR volunteers will have no law enforcement powers based upon their membership or association with TTSAR unless directed by the SCSO.

Article II – TTSAR BOARD OF DIRECTORS

SECTION 1: TTSAR Board of Directors

The TTSAR Board of Directors shall consist of five members elected by TTSAR Members. Positions on the TTSAR Board of Directors include:

- Director
- Deputy Director
- Director's Assistant A
- Director's Assistant B
- Membership Director

SECTION 2: General Board of Director Responsibilities

The TTSAR Board of Directors shall:

- Provide overall guidance to TTSAR in general policy matters but shall not interfere with normal operations.
- Report to the general membership at regularly scheduled meetings.
- Investigate and mediate complaints.
- Exercise the authority to suspend and/or terminate members.
- Review operational expenses on large purchases. Consult with the Sheriff to complete an evaluation of the TTSAR Coordinator when necessary.
- Conduct yearly membership reviews.
- Report to general TTSAR membership at regularly scheduled meetings.
- Determine minimum membership requirements.
- Work with the Coordinator on annual Sheriff's Office budget for TTSAR.

- Oversee uniform selection, tracking and nonprofit inventory.
- Fundraising.
- Public Relations.
- Oversee TTSAR Non-Profit Finances.

SECTION 3: TTSAR Board of Directors' Positions and Responsibilities

Director (elected on even years)

- Chair meetings.
- Supervise general board operations.
- Act as liaison with other organizations.
- Assignment of other Board Member duties.
- As per Roberts Rules of Order, the Director will only vote on board issues in case of a tie.

Deputy Director (elected on odd years)

- Acting Director in the absence of the Director.
- Other duties as assigned by the Director.

Directors Assistant A (elected on even years)

- Other duties as assigned by the Director.

Directors Assistant B (elected on odd years)

- Treasurer
- Other duties as assigned by the Director.

Membership Director (elected on even years)

- Coordinate distribution and receipt of applications for membership.
- Explain the interview process and minimum requirements to prospective members.
- Explain duties and expectations as a member.
- Work with the TTSAR Coordinator to maintain current spreadsheets on attendance at trainings, meetings, and missions for all members.
- Record, archive, and distribute minutes for all monthly general TTSAR team meetings and board meetings.
- Present previous minutes at general membership meetings.
- Assist Coordinator with issuing Full Member gear.
- Other duties assigned by the Director.

Article III – ELECTION OF BOARD OF DIRECTORS

SECTION 1: Terms

Board Members shall serve a two-year term with a maximum of four terms in one position. After four terms, a Board Member can run for another board position but cannot run for a fifth term within the same position. An appointment to a vacated seat of less than 365 days served is not considered a full term and can be served in addition to a (4) four-term limit.

The Director, Director's Assistant A, and the Membership Director shall begin their terms starting February 1 of even-numbered years.

The Deputy Director and Directors Assistant B shall begin their terms starting February 1 of odd-numbered years.

Board Members must be Full Members in good standing and maintain this status throughout the term.

SECTION 2: Nominations

Nominations of candidates shall begin at the regular December meeting, and can be submitted up to and including the start of the Jan Members meeting. Self-nominations are also acceptable.

In the event an office has only one candidate, who is an incumbent, a “no confidence” option should be given to voters for that office.

The TTSAR Board of Directors shall appoint an election officer who is a full member in good standing and has no ambition of running for any director position in the upcoming election. The appointment shall be announced at the regular November meeting. The election officer will be responsible for all election matters for the upcoming election in January or the postponed election from January if there is not a quorum present at the normally scheduled January meeting. Additionally, a new election officer may be assigned by the Board in the event of the election officer not being able to perform his or her duties or upon resignations, so that the election process may continue without interruption.

SECTION 3: Election Process

Elections shall be held at the regular January meetings for those directors whose terms commence the following month (February).

There shall be a quorum of 66% of those with Full TTSAR Membership status, either at the meeting or casting an absentee ballot prior to the election time for an election to take place. Ballots can be cast in person or by absentee ballot in order to execute the election. If a quorum is not made, the election shall be postponed until the next regular

meeting.

The vote shall be taken and the candidate with the most votes for each office will serve one term. In the event of a tie, a coin toss shall determine the winner.

In the event, for whatever reason, should there be no one elected to an office after a properly held election, meeting the requirements above, that office shall be determined to be vacated, and handled as such.

SECTION 4: Vacated Offices

Should an office be vacated before the normal end of the term, a director pro-temp shall be appointed by the remaining Board to serve the remainder of the term.

Article IV – TTSAR COORDINATOR

SECTION 1: TTSAR Coordinator

The TTSAR Coordinator is hired by the Sheriff and is an employee of the SCSO. The TTSAR Coordinator shall not be a voting board member but act as a liaison with TTSAR and SCSO. The Coordinator's duties will be written by the Sheriff's Office, and the board will respect said duties. (Article IV, Section 2)

SECTION 2: TTSAR Coordinator Duties

The TTSAR Coordinator is typically responsible for the following duties:

- Oversee all phases of TTSAR program.
- Work closely with the TTSAR Board of Directors and SCSO.
- Attend board and general meetings.
- Assist with procurement of equipment.
- Assist in identification of TTSAR training.
- Serve as a liaison between the SCSO and TTSAR.
- Supply TTSAR Board of Directors with a current financial and budget status and budget needs.
- Other duties as assigned.

SECTION 3: MEMBERSHIP

The Coordinator is encouraged to maintain Full Member status.

ARTICLE V – MEMBERSHIP

SECTION 1: Volunteers

Volunteers are solicited from the community and approved by the TTSAR Board of Directors. The intent is to maintain a roster of 40 members.

SECTION 2: Eligibility Requirements

Eligibility requirements for TTSAR Membership:

- Sublette County is your legal, primary residence.
- Be a legal U.S. citizen.
- Be a minimum of eighteen years of age.
- Possess a valid driver's license.
- Be in adequate physical condition for the duties assigned.
- Pass a criminal background check through SCSO. A signed acknowledgment and release must be on file prior to any investigation and selection process.
- Must complete a confidential medical information form.

SECTION 3: Application and Selection Procedure

New members to TTSAR will be accepted once a year. All prospective new members will be required to complete the following:

- Attend three (3) team meetings
- Complete written application
- Complete SAR 101
- Complete interview with TTSAR Board of Directors.
- All selection processes will conform to current Sublette County hiring standards.
- Pass a criminal background check through SCSO.

SECTION 4: Member Categories

There will be three categories of members: Associate Members, Full Members and Life Members. Only Full Members will have voting rights.

A. Associate Member Status

An Associate Member is defined as an individual, approved by the TTSAR Board of Directors. Associate members are given a one-year probationary period to meet the following Associate Member Requirements:

- Participation in actual search and rescue operations is not required, but is recommended.
- Participate in team trainings of interest.
- Meet all minimum requirements, as outlined in Section 5, Minimum Requirements.

Provided that the Associate Member Requirements are met within the one-year probationary period, The Board will recommend the associate member for Full Membership Status, to the TTSAR team. The Board of Directors reserves the option to recommend an Associate Member at any time, to fill an open member position.

After an Associate Member is recommended for Full Membership Status, the membership of TTSAR team will vote on accepting the Associate Member to becoming a Full Member. There shall be a 66% voting quorum of those with Full TTSAR Membership status. Ballots can be cast in person or by absentee ballot in order to execute the vote. If a quorum is not made, the vote shall be postponed until the next regular meeting.

B. Full Member Status

Anyone accepted as a member of Tip Top Search and Rescue by the TTSAR membership must meet all yearly minimum standard requirements as set forth by said board and adhere to all organization rules and bylaws. Once Full Member status has been achieved, "team gear" will be assigned

C. Life Member Status

Life Time Membership may be bestowed on any member in recognition of service and contribution to TTSAR. This is an honorary membership of TTSAR, and carries no benefits of Full or Associate Membership.

SECTION 5: Minimum Requirements

To obtain/retain a Full Membership Status the following objectives must be met:

1. Maintain personal skills and equipment.
2. Operate in a professional manner at all times.
3. Hold current CPR/First Aid certification, on file at SAR office.
4. Maintain a 24-hour pack, ready at all times for missions and for inspection. These packs will be checked throughout the year as Team Leaders inspect them at the beginning of each season. Checklists to be kept on file at the SAR office.
5. Current National Incident Management System (NIMS) Incident Command System (ICS) certification. The required courses for certification are IS-100 (Introduction to the Incident Command System), IS-200 (ICS for Single Resources and Initial Action Incidents) and IS-700 (National Incident Management System, An Introduction). Courses are normally offered online on the FEMA website. Please enroll in the most current version.
6. General GPS, compass and map knowledge:
 1. Enter and find waypoint from given coordinates.
 2. Mark and name a waypoint and locate the waypoint.
 3. Demonstrate compass-to-map orientation.
7. Demonstrate how to tie the following:
 1. Figure eight knot.
 2. Figure eight on a bite knot.

3. Figure eight follow through.
4. In-line figure eight.
5. Double fisherman's knot.
6. Waterknot.
7. Bowline.
8. Basic 3:1 hauling system.
8. Attend 50% of monthly scheduled TTSAR team meetings.
9. Only perform technical skills for which the member is proficient.
10. Abide by all TTSAR Standard Operating Guidelines (SOG) and Bylaws.

SECTION 6: Change in Member Status

- If a member cannot continue to meet minimum standards, he or she must contact the board in writing to discuss their membership status.
- Any member who does not meet the minimum standard requirements may become a resource upon board's review. This review will be conducted during the second quarter of each fiscal year.
- Membership may be terminated, at any time, with a unanimous decision by the TTSAR Board of Directors.
- Anytime status as a Full Member is terminated, all gear must be returned to TTSAR immediately.
- If at any time a member leaves TTSAR and then returns, membership status opportunities will be reviewed, and the board will decide if and how said member can return.

SECTION 7: Personal Conduct

If a member's acts are considered to have endangered any personnel during a training session or mission, it shall be reported as in Section 9 below. Any such reported conduct shall be investigated and reported to the TTSAR Board of Directors, which will determine disciplinary action(s).

SECTION 8: Firearms

All members shall observe and obey all local, state, and federal firearms laws.

SECTION 9: Complaints

Any member submitting a complaint shall submit it in writing to the TTSAR Board of Directors for consideration.

SECTION 10: Confidentiality

Under no circumstances will any member publicly discuss any complaint of another TTSAR member or any confidential TTSAR information.

In addition, no member shall publicly disclose, any details or circumstances of a mission without the consent of the TTSAR Board of Directors and approval from the SCSO.

SECTION 11: Suspension

Any member may be suspended from a mission or training session if that member appears to be under the influence of alcohol and/or drugs, is not properly equipped or is physically or mentally unable to perform the duties required.

The TTSAR Board of Directors may suspend any member for action contrary to the TTSAR bylaws or violation of local, state or federal laws while participating in TTSAR missions or training sessions. Suspension will be verbal, followed by a formal written notification by the TTSAR Board of Directors.

SECTION 12: Termination

Any member may be terminated by the unanimous vote of the TTSAR Board of Directors at any time, at their discretion, due to life endangerments, disregard of equipment, abuse or any other reason. This list of reasons is not all-inclusive. Termination will be verbal, followed by a formal written notification by the TTSAR Board of Directors.

SECTION 13: Other

A. Resources

Resources are defined as individuals who possess skills or training necessary for a mission. Resources must be requested by TTSAR or the SCSO in order to participate in SAR-related activities. Resources engaged in a search or rescue situation shall remain with and under, the direction of a Full TTSAR Member at all times unless specifically directed to do otherwise by the Incident Commander.

SECTION 14: Wyoming Retirement Volunteer SAR Pension Plan

A. Definition

Volunteer Members of Tip Top Search and Rescue, Inc., acting under the coordination of the Sublette County Sheriff (W.S. 18-3-609(a)(iii)), are eligible to enroll in the State of Wyoming Retirement System.

In accordance to Wyoming State Statute 35-9-616 through 35-9-628, qualified volunteers may enroll in this type of retirement plan to supplement retirement benefits they may have through other employment.

A volunteer search and rescue person is defined as any individual who is engaged in search and rescue operations with a county search and rescue organization; is carried on the regular roles of, but devotes less than the individual's entire time of employment to, activities of a county search and rescue organization; and may or may not receive compensation for services rendered as a member of a county search and rescue

organization. During the course of one (1) month, the enrolled volunteer must attend not less than fifty (50%) of the monthly volunteer search and rescue meetings.

B. Requirements

During the course of any one (1) month TTSAR will hold not less than two (2) meetings per month, and each enrolled volunteer member must attend not less than fifty percent (50%) of the monthly volunteer search and rescue meetings.

While funding is available the Sublette County Commissioners will pay the monthly contribution to the retirement fund. A volunteer search and rescue member will be “carried on the rolls” as long as they meet the established requirements each month (see Section 14.A. above).

SECTION 15: Insurance (If offered by the State of Wyoming)

Volunteer Search and Rescue State Group Insurance Plan (effective July 1, 2024)

A. Definition

A Full-member volunteer of Tip Top Search and Rescue that meets the definition of a volunteer search and rescue person [W.S. 35-9-616 (a) (xiii)] may elect to participate in the state employee’s and officials’ group insurance plan as defined by W.S. 9-3-203 (a) (v) and implemented under W.S. 9-3-202 through 9-3-219.

Participants shall pay their group insurance premiums in their entirety to Sublette County and shall not benefit from employer contributions to cover a portion of the cost of their premiums.

Monthly verification of participant’s continued volunteer status shall be submitted by TTSAR Coordinator.

Article VI – TTSAR MEETINGS

SECTION 1: Meeting Frequency

TTSAR general team meetings will be conducted on the second Tuesday of every month. Monthly meetings will be held at 6:30 p.m. alternating between two locations – Pinedale SAR building and the Big Piney SAR buildings, unless otherwise specified by the TTSAR Board of Directors. These meeting dates and times may be changed at the discretion of the Board with a minimum one week notice to the TTSAR Membership roster.

A second team meeting is regularly scheduled on the fourth Tuesday of every month, 6:30pm, along with seasonal trainings on the weekends each month. All members are encouraged to attend these in-depth trainings.

SECTION 2: Order of Business

The order of business will be:

1. Call to order by presiding officer
2. Guest presentation or training if applicable
3. Approval of minutes
4. Discussion of old business
5. Discussion of new business
6. Discussion of any other business
7. Discussion of missions since last meeting
8. Adjournment of the business meeting
9. Program as planned if applicable

SECTION 3: Board of Director Meetings

The TTSAR Board of Directors meetings will be conducted the first Tuesday of every month. Monthly meetings will be held at 6pm at the Pinedale SAR building unless otherwise specified by the TTSAR Board of Directors. These meeting dates and times may be changed at the discretion of the Board with a minimum of one-week notice.

SECTION 4: Special Meetings

The Director may call special meetings. The reason for the special meeting must be stated in advance and no other business may be conducted at the meeting.

SECTION 5: Team Leader Meetings

Team leader meetings will be as needed.

Article VII – TTSAR EQUIPMENT, TRAINING AND EDUCATION PROTOCOL

SECTION 1: Protocol Scope

This protocol applies to all equipment owned by Sublette County and TTSAR. All equipment must be kept in state of readiness.

SECTION 2: Equipment Readiness, Location and Storage

All TTSAR equipment shall, with the exception of equipment assigned to Full Members, be stored on TTSAR/County premises.

- All radios, GPS, and Satellite phones shall be left on chargers or fully charged for immediate use.
- All motorized equipment must be kept fully fueled and ready for deployment.

SECTION 3: Equipment Used for Missions

Equipment must be:

- Properly checked out and notice must be given to the team lead, IC or Coordinator.
- Returned at end of mission or end of operational period, whichever occurs first.

- Clean, fully fueled, attached to a charger if necessary and in the same condition or better than when it was checked out.
- If circumstances preclude readying any equipment for immediate use, provisions must be made to accomplish the necessary task(s) as soon as reasonably practical.
- All equipment must be fully available for use on missions.
- Should equipment need to leave Sublette County for any reason, permission from the Coordinator, the Sheriff or his representative is necessary.
- If work is needed on equipment, notify the IC and/or Coordinator at the earliest convenience.

SECTION 4: Training Sessions

All members will be notified and invited to all trainings at least one week in advance, if possible. Full members will have priority at all trainings, in or out of Sublette County, when there is limited space available.

Rescheduling a training from the original date to a term shorter than a week is permissible, due to the nature of SAR training. The need for proper conditions and the unpredictable schedule of missions, if there is a need to move a training for any reason, it is acceptable to reschedule to another time, even if postponement is less than one week.

SECTION 5: Financial Aid Requests

Requests for financial aid for SAR related equipment or training shall be made in writing to the TTSAR Board of Directors at least one month in advance of the requested funds required disbursement date.

SECTION 6: Budget Appropriation

Budgeted county funds may be appropriated by Sublette County Commissioners on a yearly basis to provide for operations, equipment and training as requested by the TTSAR Board of Directors and the Sheriff's Office.

Article VIII – AMENDMENTS

SECTION 1: Alteration or Modification

This Constitution and these By-Laws may be altered or amended as required. A written notice of any proposed amendment to the By-Laws shall be given to the entire group for a 30-day comment period after which a unanimous decision from the TTSAR Board of Directors is required to adopt the amendment.

Article IX – DISSOLUTION

SECTION 1: Organization Dissolution

Upon dissolution of this organization, after clearing any debts, all funds and equipment owned by TTSAR will be donated to another organization engaged in SAR activities. The TTSAR Board of Directors shall select the receiving