

CAROLINA K9 TACTICAL SEARCH AND RESCUE-RCOVERY

OFFICIAL BYLAWS



MAY 15TH, 2026

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ARTICLE I – NAME

The name of this organization shall be the CAROLINA K9 TACTICAL SEARCH AND RESCUE-RECOVERY, INC., hereinafter referred to as ‘CK9TSARR.’

ARTICLE II – PURPOSE

1. The specific and primary purposes for which CK9TSARR is formed are:
 - a. Find missing individuals (live-find and/or human remains detection).
 - b. Provide disaster response aid to local communities as well as across the country and internationally.
 - c. Work alongside law enforcement and first responders to locate the missing and help support affected families.

2. *Mission Statement*

Our mission is to serve communities in crisis with highly trained K9 teams, working alongside law enforcement and first responders to locate the missing, support affected families and bring hope when it’s needed most.

3. *Vision Statement*

Our vision is to provide tactical support, and highly trained K9 teams to law enforcement, first responders, families, and communities in need nationally and internationally. We believe every family and every community deserves access to highly trained K9 teams they need in times of crisis.

4. *The Core Values* of the Carolina K9 Tactical Search and Rescue-Recovery are:

- a. *Compassion in Action*—We serve with empathy, recognizing that every search is for someone’s loved one, and we work for the families like they are our own.
- b. *Excellence in Training*—We hold ourselves and our K9 partners to the highest standards of skill, safety, and readiness. We never stop learning or training.
- c. *Collaboration & Trust*—We work seamlessly with law enforcement, first responders, partner agencies, and individual families and communities to achieve our shared mission to the best of our ability.
- d. *Integrity & Accountability*—We operate with honesty, transparency, and a deep sense of responsibility to those we serve.
- e. *Resilience & Determination*—We persevere in every search, no matter the conditions, until every lead is exhausted.

ARTICLE III – OFFICERS

The officers of CK9TSARR shall be President, Vice-President, Secretary and, Treasurer.

1. The President shall perform the following duties:

- a. Act as the Chief Executive of CK9TSARR;
- b. Preside at CK9TSARR meetings and Board of Directors meetings;
- c. Subject to the approval of the Board of Directors, establish and abolish all committees and appoint and remove all committee chairpersons, except where otherwise specified in these Bylaws;
- d. Assume the administrative duties of CK9TSARR;
- e. Serve as a standing member of all committees;
- f. Appoint a replacement to fill any vacancy which may occur in the slate of officers, subject to the approval of the Board of Directors, and confirmation by the CK9TSARR membership;
- g. Have all other powers and authority not otherwise delegated to others or the Board of Directors.

2. The Vice-President shall perform the following duties:

- a. Act for the President in their absence;
- b. Sit as a member of the Board of Directors.
- c. Assume other duties as delegated by the President or Board of Directors.

3. The Secretary shall perform the following duties:

- a. Keep all CK9TSARR records, except those assigned to others;
- b. Keep minutes of CK9TSARR meetings and Board of Directors meetings;
- c. Keep a roll of members and a record of participation;
- d. Perform all duties connected with reports and correspondence;
- e. Maintain records of all DCSAR missions;
- f. Make minutes and records available to members on request;
- g. Notify officers, committees and members of their election or appointment and keep a record of all committees and committee members;
- h. Sit as a member of the Board of Directors;
- i. Assume other duties as delegated by the President or Board of Directors.

4. The Treasurer shall:

- a. Handle all funds belonging to CK9TSARR;
 - b. Disburse funds;
 - c. Keep an account of revenues and expenditures;
 - d. Prepare an annual financial report and file financial statements, as required, with State and Federal authorities;
 - e. On the request of the President or Board of Directors, prepare a financial report of current revenues and expenditures;
 - f. Be required to have necessary records available at all times;
 - g. Sit as a member of the Board of Directors;
 - h. Assume other duties as delegated by the President or Board of Directors.
5. If an officer becomes ineligible to continue in office, the officer shall immediately resign and be replaced as specified in these bylaws. Acts or behaviors that cause an officer to be deemed ineligible are defined in Policies and Procedures.
6. No member shall hold more than one (1) elected office at the same time; except secretary/treasurer may be combined. This combined position would only be allowed a single vote on the Board of Directors.
7. Officers may be removed from office by majority vote of the General Membership present at a regularly scheduled CK9TSARR meeting or by the Board of Directors and approved by the general membership.

ARTICLE IV – BOARD OF DIRECTORS

1. The Board of Directors shall have general supervision of the affairs of CK9TSARR, set the hour and place of meetings, make recommendations to the CK9TSARR membership, and shall perform such other duties as are specified in these bylaws. The Board of Directors shall be subject to the orders of the general CK9TSARR Membership, and none of its acts shall conflict with the actions taken by CK9TSARR.
2. The Board of Directors shall meet at the call and direction of the President. A Board of Directors meeting shall be held at a minimum, once per quarter. Special meetings of the Board may be called by the President, or by any three (3) members of the Board. The purpose of the special meeting shall be stated to all members of the Board prior to the meeting.
3. A quorum for the transaction of business shall be majority of members present.
4. In voting by the Board, a majority in attendance shall be required to pass a motion.
5. It shall be the duty of the Board of Directors to follow, uphold and enforce all Bylaws.
6. All Board meetings shall be open to all members of CK9TSARR except on matters of personnel or litigation.
7. Any meeting may be held by telephone conference, video conference, e-mail, or other communication methods permitted by law, if all directors participating in the meeting can

communicate with one another and all other requirements of law are satisfied. All participating directors shall be deemed to be present in person at such a meeting.

ARTICLE V – MEETINGS

1. The annual meeting of CK9TSARR shall be held on the fourth quarter of each year. The Secretary shall give notice of the time and place of said meeting to all members of CK9TSARR at least one (1) week prior to the meeting.
2. There shall be a regular general meeting of CK9TSARR each quarter of the year, or at such other times that the Board of Directors shall prescribe.
3. A quorum for the purpose of voting at any meeting, other than Board of Directors meetings shall consist of half of the members, not on leave, from the following categories: Operations Leaders, Rescue Members, Rescue Support Members, Administrative Support Members, and Reserve Members with voting privileges. The Secretary or designee will provide the specific count of members required.
4. Special meetings may be called by the Board of Directors or by any five (5) CK9TSARR members, excluding Trainees, Reserve Members, and Emeritus Members. The request shall state the purpose of the special meeting. Except in cases of emergency, at least five (5) days' notice shall be given.
5. Meetings may be rescheduled or cancelled by the President with a minimum of 30 days' notice.

ARTICLE VI – NOMINATION AND ELECTIONS OF OFFICERS

1. Prior to the annual meeting of CK9TSARR, a Nomination Committee of three (3) members, consisting of the President, and two (2) members at large outside the Board of Directors, but appointed by the Board, shall meet, and nominate a candidate for each office. If for any reason any of the committee cannot serve, the President shall appoint a replacement from the CK9TSARR membership. The names of the nominees shall be set forth in the notice of the annual meeting prior to the annual meeting.
2. At the meeting prior to the annual meeting, any member present may nominate any qualified member in good standing for any office of CK9TSARR.
3. At the annual meeting, the members present shall elect by majority the officers by secret ballot or by acclamation.
4. The officers shall take office immediately after the election and shall serve for one year, or until succeeded.
5. To assist in the transition, the previous officers may offer to act in their capacities until the new officers can assume the office.
6. Any vacancy in the Board of Directors shall be filled by recommendation of the President, approval of the Board of Directors and confirmation by the CK9TSARR membership.

ARTICLE VII – MEMBERS

CK9TSARR individual membership will fall into one of the seven (7) categories discussed in this section. The different membership categories allow CK9TSARR to effectively respond to search and rescue missions in support of the local law enforcement agencies, and provide personnel for mutual aid. The membership levels for Rescue and Rescue Support fall within the scope of the Mountain Rescue Association Policy, Section 105.

1. Operations Leader

- a. Definition – Search Operations Leaders are those personnel that have met the requirements set forth in the Incident Command System structure. They are qualified to fulfil the role.
- b. Admission Requirements
 - i. Operations Leaders will meet all requirements set forth by the CK9TSARR
 - ii. All Operations Leaders must be approved by the CK9TSARR Board of Directors
 - iii. Must meet all requirements for Operations Leaders as required by Policies and Procedures.
- c. Rights and Duties
 - i. Operations Leaders may vote, hold office, participate in all CK9TSARR activities, wear the CK9TSARR uniform with approved insignia, and have all other rights and privileges of members of CK9TSARR;
 - ii. An Operations Leader can be assigned as either Deputy Incident Commander or Staff member for any incidents and missions, as requested by any local jurisdiction.

2. Rescue Member

- a. Definition – A Rescue Member is qualified to participate in all search and rescue missions, including backcountry missions undertaken by CK9TSARR.
- b. Admission Requirements
 - i. Meet all Rescue Member Admission Requirements as defined in CK9TSARR Policy and Procedures;
 - ii. Have a minimum fitness level for this position as defined in the Policies and Procedures;
 - iii. Be voted as a Rescue Member by a majority of Operations Leaders and Rescue Members present at a General Business Meeting.

c. Rights and Duties

- i. Rescue Members may vote, hold office, participate in all CK9TSARR activities, wear the CK9TSARR uniform with approved insignia, and have all other rights and privileges of members of CK9TSARR;
- ii. A “Team Leader” is defined under the CK9TSARR Policies and Procedures;
- iii. May perform duties in search and rescue missions as Command Staff, Operations Section Chief, Planning Section Chief, or Team Leader, as requested by the Operations Leader.

3. Rescue Support Member

- a. Definition – A Rescue Support Member is qualified to participate in all search and rescue missions, including backcountry operations, undertaken by the Team.

b. Admission Requirements

- i. Successfully complete all Support Member Requirements;
- ii. Must have a minimum fitness for this position as defined in the Policies and Procedures;
- iii. Be approved by the Board of Directors to have met all admission requirements;
- iv. Be voted as a Rescue Support Member by a majority of voting members present at a General Business Meeting.

c. Rights and Duties

- i. Rescue Support Members may vote, hold office, participate in all CK9TSARR activities, wear the CK9TSARR uniform with approved insignia, and have all other rights and privileges of members of CK9TSARR;
- ii. Rescue Support Members may participate in all CK9TSARR search and rescue and recovery operations.
- iii. May perform duties as a Command support position, as requested by the Operations Leader.

4. Administrative Support Member

- a. Definition – An Administrative Support Member provides direct support to CK9TSARR in non-search and rescue related events, front country search and rescue missions, and other field events as requested by Command.

b. Admission Requirements

- i. Successfully complete CK9TSARR requirements for this position as defined in the Policies & Procedures.
- ii. Be voted as an Administrative Support Member by a majority of voting members present at a general meeting.

c. Rights and Duties

- i. Administrative Support Members may vote, hold office, participate in all CK9TSARR activities, wear the CK9TSARR uniform with approved insignia, and have all other rights and privileges of members of CK9TSARR;
- ii. May participate in backcountry missions with the permission of the Operations Leader;
- iii. Administrative Support Members may perform duties as ICS Command Staff Members if trained for those positions according to Policies and Procedures.

5. Trainee Member

- a. Definition – A Trainee is a member who is in training to be a Rescue Support or Administrative Support Member.
- b. Admission Requirements - A Trainee shall be eighteen years of age or older and be physically and mentally competent to participate in CK9TSARR activities, as required.
- c. Rights and Duties
 - i. An applicant may not attend meetings, classroom training or field training until the successful background check. After passing background check and interview, they will be designated a Trainee and may attend meetings, classroom training, and field training.
 - ii. A Trainee may attend missions with approval of an Operations Leader.
 - iii. A Trainee may attend all meetings, trainings, and missions of CK9TSARR. They may wear the CK9TSARR uniform and approved insignia.
 - iv. After completing the minimum probation period and Admission Requirements for that category, a Trainee may be voted in as an Administrative Support or Rescue Support Member by the voting members of the Team at the next scheduled CK9TSARR General Meeting.
 - v. A Trainee may not vote or hold office, but at the request of the President, may serve on committees.

6. Reserve Member

- a. Definition – A Reserve Member has a specific skill that advances the primary mission of CK9TSARR.
- b. Admission Requirements
 - i. current voting member may request, in writing, to become a Reserve Member. The member retains voting privileges;
 - ii. A person not a current CK9TSARR member may request, in writing, that they be placed on the CK9TSARR roster as a Reserve Member. Membership is subject to the approval of the Board of Directors and a majority of voting members at a general meeting;

- iii. A Reserve Member shall be eighteen years of age or older and be physically and mentally competent to participate in CK9TSARR activities, as required.

c. Rights and Duties

- i. Reserve Members may not hold office;
- ii. Except those meeting the Admission Requirement 1) above, a reserve member may not vote;
- iii. Reserve Members may participate in CK9TSARR activities only at the request of an Operations Leader or the President and wear the CK9TSARR uniform with approved insignia.

7. Emeritus Member

- a. Definition – An Emeritus Member is one who has been a voting member of CK9TSARR for a minimum of ten (10) continuous years. And/or has made significant contributions to CK9TSARR. At the request of the member, they will be entered into the rolls of CK9TSARR as an Emeritus Member.

b. Rights and Duties

- i. An Emeritus Member may participate in non-mission related CK9TSARR activities and wear the CK9TSARR uniform with approved insignia;
- ii. The Emeritus Member may not vote or hold office.

8. Membership Admission

- a. First Time Members – Persons that have never been a member of CK9TSARR and must follow the Admission Requirements for Trainees.
- b. Returning Members – Any past Operation Leader, Rescue, Rescue Support, or Administrative Support member may re-apply for membership if they meet the following:
 - i. A new application is submitted;
 - ii. An interview with the Board of Directors and the person is accepted as a returning member and reasons for departing are discussed;
 - iii. If required, pass a background check and fingerprinting;
 - iv. The need to participate in Trainee training will be determined on a case-by-case basis by Operations and the Board of Directors;
 - v. Approved as a returnee by the Board of Directors and voted in by a majority of voting members present at a General Business Meeting.

ARTICLE VIII – COMMITTEES

- 1. The Standing committees of CK9TSARR shall be the following:

- a. Training Committee
 - b. Operations Committee
 - c. Finance Committee
 - d. Development Committee.
2. The Training Committee shall be composed of at least three (3) members with the Director of Training as the Chairperson. It shall be the duty of the Training Committee to develop a CK9TSARR training plan and arrange all training activities.
3. The Operations Committee shall be composed of at least six (6) members and include the Director of Training, Director of Logistics, and the local law enforcement, first responder or community representative. The Senior Operations Leader will be Chairperson. It shall be the duty of the Operations Committee to report on CK9TSARR operations to the Board of Directors and the General Membership.
4. The Finance Committee shall be composed of the Treasurer and at least two (2) other members with the Treasurer as the Chairperson. It shall be the duty of this committee to prepare a budget for the year, and to audit the Treasurer's books.
5. The Development Committee, composed of the Director of Development, and additional members, as needed. The Director of Development will be the Chairperson. Members will plan and execute all CK9TSARR fundraising activities throughout the community.

ARTICLE IX – POLICIES AND PROCEDURES

Establishment of, or amendments to, the CK9TSARR Policies and Procedures may be presented at any CK9TSARR Board Meeting by any Operations Leader, Rescue Member, Rescue Support Member, or Administrative Support Member.

The proposed changes to the Policies and Procedures will then be discussed and voted upon by the Board. If passed by a two thirds majority of the Board, the changes will be presented to the voting members present at the next General Meeting for discussion and vote.

To be ratified, the changes must be approved by a two-thirds majority of a quorum, as defined in Article V.

A copy of the current official CK9TSARR Policies and Procedures shall be kept in the CK9TSARR records and a copy made available to all members upon modification of the CK9TSARR Policies and Procedures.

ARTICLE X – AMENDMENT OF BYLAWS

Establishment of, or amendments to, the CK9TSARR bylaws may be presented at any CK9TSARR Board Meeting by any Operations Leader, Rescue Member, Rescue Support Member, or Administrative Support Member.

The proposed changes to the bylaws will then be discussed and voted upon by the Board. If

passed by a two thirds majority of the attendees of Board Meeting, the changes will be presented to the voting members present at the next General Meeting for discussion and vote.

To be ratified, the changes must be approved by a two-thirds majority of a quorum, as defined in Article V.

A copy of the current official CK9TSARR bylaws shall be kept in the CK9TSARR records and a copy made available to all members upon request.

ARTICLE XI – PARLAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern CK9TSARR in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order CK9TSARR may adopt.

ARTICLE XII - CONSERVATION

Each CK9TSARR member shall be respectful of public and private lands and natural resources.

ARTICLE XIII – DISSOLUTION

Dissolution of this corporation shall be accomplished according to South Carolina law.

Voluntary dissolution may be initiated by the Board of Directors adopting a resolution for dissolution. The Board of Directors must then call a meeting of the members entitled to vote in order to take action on the resolution. The resolution must also be approved by any person or superior organization whose approval is required under the corporation’s Articles of Incorporation. Notice of the meeting to dissolve must be given to all voting members at least ten (10) days prior to the meeting. A two-thirds majority of the quorum of the membership is required to approve the resolution. If the resolution is approved, the Board of Directors must take further action as necessary and according to South Carolina law.

Upon the dissolution of this corporation and the winding up of the affairs, any assets remaining after payment of, or provision for payment of all debts and liabilities, shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable and educational purposes, and which has established its tax-exempt status under the Internal Revenue Code Section 501(c)(3), applicable South Carolina law. If this corporation holds any assets in trust, such trust assets shall be disposed of in such a manner as may be directed by decree of the district court in the county where the corporation’s principal office is located, or upon petition by the Attorney General or any person concerned in the liquidation.

These bylaws shall be in full force and effect from and after the 15th of May 2026.

Passed on the 15th of May 2026, by the following vote:

AYES	<u>3</u>
NAYS	<u>0</u>
ABSTENTIONS	<u>0</u>

ATTEST:

I, Cheryl Phillips, President of Carolina K9 Tactical Search and Rescue-Recovery, do hereby accept and endorse the bylaws, as amended herein.

Signature

Date