



**By-laws
Version 1.08**

Mission Statement:

3View Search Services is a non-profit organization of professionals dedicated to assisting Law Enforcement, Emergency Services and other qualified Search and Rescue associations while conducting search efforts of missing children and adults. 3View is committed to advancing education and technology related to the training, tools and techniques required to successfully support search efforts.

ARTICLE I

Corporate Entity Identification

1. Name. This association is registered in the State of Indiana with Articles of Incorporation filed on January 22, 2009 and shall be legally known as “3View Search Services” also abbreviated as “3VSS”. 3View Search Services is organized exclusively for charitable, educational and scientific purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. 3View Search Services is, in a manor consistent with the laws of the State of Indiana (Indiana Code Title 23, Article 17 entitled “The Indiana Nonprofit Corporation Act of 1991”) to establish corporate By-laws for the purpose of managing the business and administrative affairs of the Association.
3. The By-Laws of the 3View Search Services are hereby enacted in accordance with Indiana Code 23-17-3-8 as prescribed by law.
4. Place of Keeping 3View Search Services Books and Records._ The financial books, legal documents and operational records associated with 3View Search Services will be held at the primary place of business currently established at 1291 Cumberland Avenue, West Lafayette IN, 47906.

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ARTICLE II

Purpose and Objectives

3View Search Services is a service based organization that exists to:

1. Directly support local, state and federal government agencies and other qualified search and rescue and relief organizations including the Red Cross during training exercises and qualified search efforts for missing children and adults with the underlying purpose to improve the quality, efficiency, effectiveness, responsiveness and safety of a missing persons search effort. Mobilization and deployment to a qualified search effort denotes an official request for services by a lead government agency or other official relief effort body, such as the Red Cross. Self deployment of resources to search effort other than for training is strictly prohibited.
2. Grow a network of qualified organizations and trained professionals that have the capacity to assist, can add value to a search effort and have the passion to make a difference for the benefit of the lead agency directing the search effort and for the benefit of the individual that needs assistance.
3. Coordinate search efforts for missing children and adults through a network of qualified agencies, organizations and resources. This does not include search efforts for criminal suspects or man-hunt operations. Adhere to procedures for search efforts set forth by the National Incident Management System (NIMS)
4. Facilitate the utilization of qualified volunteer search and rescue organizations to support the needs of Local, State and Federal Law Enforcement agencies, as well as official relief agencies such as the Red Cross during official search efforts for missing children and adults while further reducing the frequency of self deployed search and rescue groups impeding a search effort.
5. Provide continuous avenues for training and education through qualified programs for each member or support personnel as it relates to search and rescue operations.
6. Support the development of the tools and technologies related to search and rescue (SAR) and improve search tactics and capabilities for responding agencies during search efforts of missing children and adults through implementation these advancements.
7. Establish and support education programs related to advanced imaging tools and techniques as they relate to search tactics and make those programs available to other government agencies, qualified search organizations and professionals in the search and rescue industry.
8. Conduct and participate in symposiums and conferences to promote, develop and contribute with the growth and education of the search and rescue industry.
9. Provide when applicable a qualified liaison for Law Enforcement, media, the public and/or the family during training exercises or live missing persons operations.

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ARTICLE III

Instruments of Control

1. Governing Documents: 3View Search Services shall be controlled through written instruments. These governing documents shall be in order of precedence:
 - a. Articles of Incorporation (Corporate Charter)
 - b. By-Laws
 - c. Executive Order
 - d. Resolution of the Board of Directors
 - e. Policies and Procedures established by 3VSS Board of Directors
 - f. Code of Ethics established by the National Association of Search and Rescue (NASAR)

2. Governing Bodies:
 - a. Executive Council
 - b. Board of Directors
 - c. Elected Officers (in order of succession denoted in the 3View Search Services Corporate Structures Chart
 - d. Appointed Officers (in order of succession denoted in the 3View Search Services Corporate Structures Chart

ARTICLE VI

Corporate Officers Duties

1. President
 - a. Is an elected position, with a term spanning 2 calendar years and is voted on by the general membership body by members in good standing,
 - b. Preside over all Board of Directors meetings and Advisory Council meetings.
 - c. Nominates the selection for Executive Director of 3VSS with final elected approval granted through the Board of Directors.
 - d. Designate committees and appoint committee chairmen.
 - e. Ensure the purposes and objectives for 3VSS as set forth in its Articles of Incorporation, By-Laws and Policy and Procedures are adhered to.
 - f. Communicate with the Board of Directors regarding 3VSS business and administrative matters.
 - g. Nominate for appointment the Advisory Council Members with final approval elected through majority vote by the Board of Directors
 - h. Make appointments to fill vacancies in offices of 3VSS.
 - i. Engage legal counsel assigned by the Board of Directors as necessary.
 - j. Incur and authorize reasonable expenses in accordance with the policies of the Board of Directors.
 - k. Convene special and emergency sessions of the Board of Directors.
 - l. Call any committee into session at any time.

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- m. Carry out the duties of the President as delegated in this Article and those duties duly adopted by the Board of Directors.
2. Vice President
 - a. Act in the place of the President in his/her absence, and during such an absence shall be empowered with all the powers, duties, and responsibilities of the President.
 - b. Assume the office of President in the event of death or incapacitation of the President, or at any time the office is vacated for any reason.
 - c. Carry out any other such duties as are delegated to him/her by the Board of Directors and within the policies of 3VSS.
 - d. Incur and authorize reasonable expenses in accordance with the policies of 3VSS.
 - e. Nominate for appointment the Advisory Council Members with final approval elected through majority vote by the Board of Directors
 - f. Represent 3VSS as the lead liaison or appoint the lead liaison for families of missing children and adults.
 - g. Oversee the administrative aspects of 3VSS.
 3. Secretary-Treasurer
 - a. Prepare and provide reports on 3VSS activities as required.
 - b. Maintain the records of all meetings of the Board and committees.
 - c. Prepare the annual 3VSS budget.
 - d. Report on the financial affairs of 3VSS.
 - e. Maintain the financial records of 3VSS.
 - f. Process membership applications for review by the Board, and maintain the Organization membership roster.
 - g. Handle and or prepare correspondence for 3VSS.
 - h. Nominate for appointment the Advisory Council Members with final approval elected through majority vote by the Board of Directors
 - i. Preside over all meetings related to corporate financial matters.
 - j. Incur and authorize reasonable expenses and reimbursements in accordance with the policies and procedures approved by the Board of Directors.
 4. Executive Director
 - a. Act as President in the event of absence, incapacitation, or death of both the President and Vice President.
 - b. Serve as the primary legal Registered Agent for 3VSS.
 - c. Oversee the field operations of 3VSS.
 - d. Maintain an office and primary place of business for 3VSS to include points of contact for mail, telephone, facsimile, and e-mail communications.
 - e. Maintain a secure area for the storage and of records and archives for 3VSS.
 - f. Assist the Secretary-Treasurer with the preparation of the annual budget, preparation of the minutes of the Board of Directors meetings, financial records keeping, and maintenance of records and files.
 - g. Assist the Secretary-Treasurer with handling and preparing correspondence.

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- h. Represent 3VSS as the lead liaison to local, state and federal law enforcement, government agencies and other qualified search organizations or institutions in order to provide information and coordinate activities of mutual concern.
- i. Provide logistical support for the Board of Directors meetings, to include the preparation and distribution of meeting notices and agendas.
- j. Appoint a qualified Incident Commander for all training exercises and live field operations associated with 3VSS when applicable as outlined within the guidelines of the National Incident Management Systems (NIMS).
- k. Nominate for appointment the Advisory Council Members with final approval elected through majority vote by the Board of Directors.

ARTICLE V

Board of Directors

1. Authority

- a. The Board of Directors shall be authorized to manage the overall affairs of the Association.
- b. Establish, recommend changes to, and enforce the instruments of control of the Association, to include the By-Laws, policies and procedures, and Code of Ethics.
- c. Conduct the business and administrative matters of the Association.
- d. Establish, approve, implement, and enforce policies, procedures, and protocols for contact, liaison, cooperation, and agreements with external organizations, agencies, individuals, and other legal entities.
- e. Establish policies and procedures for board member appointments, as well as the control and conduct of the Board.
- f. Establish procedures and dates for all 3VSS officer elections and terms of appointment.
- g. Approve appointments made by the President of the organization.
- h. Establish procedures, dates, times, and locations for all meetings.

2. Removal of Board Member

- a. A member of the Board of Directors may only be removed upon the majority vote of the Board of Directors present at a special or regularly scheduled meeting of the Board.
- b. A member of the Board of Directors may only be removed for just cause, which shall be defined as a breach or failure to perform duties, willful misconduct, unprofessional conduct, unethical conduct, improper actions, or immoral activities while engaged as a member of the Board.

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ARTICLE VI Executive Council

1. Membership
 - a. Members of the Executive Council shall be comprised of the President, Vice President, Secretary-Treasurer and the Executive Director.
 - b. The President shall serve as Executive Council Chairman.
2. Duties
 - a. Supervise and conduct the business operations of 3View Search Services.
 - b. Establish credit
 - c. Establish banking facilities and prepare checks to cover the expenditures and indebtedness of 3View Search Services, subject to the policies of the organization
 - d. Obligate 3View Search Services by signing contractual instruments, provided the obligations incurred by such instruments have been authorized by the Board of Directors.
 - e. Engage legal counsel, accountants or other professionals as deemed appropriate and necessary and within the approved budget.
 - f. Execute any action or duty that may be delegated by the Board of Directors

ARTICLE VII Advisory Council

1. The Advisory Council is a collection of independent Subject Matter Experts with various knowledge or disciplines related to the Search and Rescue industry in the fields of Technology, Safety, Law Enforcement, Investigations, Forensics, Aerial support, Ground support, Water support, K9 training and deployment, Non-profit organizational management as well as other respected professional fields.
2. Are utilized to improve capabilities and guide the response of the Executive Council, and Board of Directors in administrative or operational matters.
3. Are nominated for appointment and dismissed from activities by the President, Vice President and/or the Executive Director and approved for appointment by the Board of Directors.

ARTICLE VII Association Membership

1. Eligibility
 - a. Membership for 3View Search Services shall be open to all individuals, organizations and public safety agencies responsible for and directly involved with, search, rescue and/or disaster response operations. Provided

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that such individuals, organizations and public safety agencies meet the criteria for membership established by the Board of Directors.

- b. 3View Search Services shall not discriminate in any manner on the basis of race color religious affiliation, age, gender, sexual orientation, national origin, or ethnic origin in the administration of its policies, procedures or through any portion of the organization.
2. Conditions of Membership.
 - a. Membership within 3View Search Services is a privilege and not a right.
 - b. 3View Search Services has the right to extend membership to any eligible individual, organization or public safety agency.
 - c. The Board of Directors for 3View Search Services has the right to deny membership to any applicant that does not meet the eligibility criteria established by the Board of Directors. Furthermore, 3VSS may deny membership to any individual, organization, or public safety agency that would otherwise be eligible, but in the opinion of the Board of Directors extending said membership would otherwise be detrimental to the credibility or reputation of the Association.
 - d. As a condition of membership and without exception, all members of 3View Search Services will subscribe to, observe, and uphold the By-laws of 3VSS. The Policies and Procedures of 3VSS, and the Code of Ethics established by the National Association for Search and Rescue (NASAR),
 - e. 3View Search Services has the right to terminate the membership of any member for cause.

ARTICLE VIII

Committees

1. A committee shall consist of a minimum of three voting or non-voting members of 3VSS in good standing.
2. A committee is established by the Board of Directors to evaluate specific issues that may arise pertaining to 3View Search Services administration, operations, membership or other 3VSS business matters
3. The Committee Chairman is appointed and/or removed by the President subject to approval by the Board of Directors majority vote.
4. Members of the committee are chosen by the Committee Chairman.
5. A committee provides findings and recommendations to the Board of Directors through the Committee Chairman during scheduled meetings of the Board of Directors.

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ARTICLE IX

Parliamentary Procedures

1. Meetings The current edition of Roberts Rules of Order shall govern all meetings of the Board of Directors, as well as meetings of the general membership where voting is to occur. General membership meetings where voting does not occur will be directed by the President or standing representative. Meetings of the Advisory Council and all committees will be directed by the President or standing representative.
2. Operations Incident Command. The Incident Commander (IC) for all Incident Command Systems (ICS) training exercises and live field operations for 3View Search Services (3VSS) is appointed by the Chief Operations Officer. The lead law enforcement agency has overall authority above the Incident Commander (IC). The IC for all field operations including training exercises and live field operations will follow the National Incident Management Systems protocol (NIMS). If representatives for 3VSS are utilized in a support role for another organizations operation, then NIMS protocol will be followed accordingly.
3. Operations Safety Chain of Command. The IC is responsible for and has authority on scene for the operation however the Safety Officer appointed by the IC has authority above the IC to halt any training exercise or live field operation if conditions are deemed too hazardous to continue.

ARTICLE X

Dissolution of Association

Upon any future dissolution of 3View Search Services, assets of the Association shall be distributed to other pre-existing not for profit 501(c)3 search service organizations, including but not limited to STARR Search and Rescue, Indiana Search and Rescue Association and Midwest K9 Emergency Response, for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for public purpose.

ARTICLE XI

Amendments to By-Laws

These By-Laws may be amended at any time for the benefit of the association and the safety of the team and its members. All proposed amendments require a two (2) month written notice to all team members prior to approval by the Board of Directors.