

**CONSTITUTION AND BY-LAWS OF THE  
YAMHILL COUNTY SHERIFF'S OFFICE  
VOLUNTEER RESPONSE UNIT (VRU)**

**ARTICLE 1 – NAME**

The name of this organization shall be the YAMHILL COUNTY SHERIFF'S OFFICE VOLUNTEER RESPONSE UNIT herein after referred to as the (VRU).

**ARTICLE 2 – PURPOSE/MISSION STATEMENT**

“The Yamhill County Sheriff's Office Volunteer Response Unit exists for the mission of effectively assisting the Sheriff's Office by integrating volunteers to train and participate in a variety of opportunities to positively contribute to our communities.”

**ARTICLE 3 – MEETINGS**

SECTION 1. The general membership shall meet once a month, at a time and location determined by the elected officers.

SECTION 2. Meetings shall be presided over by the President. In his or her absence, the following order shall prevail: Vice President, Secretary and Treasurer.

SECTION 3. The President, or the next ranking officer, may cancel a meeting if he or she feels that it is in the best interest of the organization to do so. No more than 2 meetings may be cancelled during any calendar year.

SECTION 4. Parliamentary Authority. The discussed business of (VRU) shall be conducted in general accordance with “Robert’s Rules of Order.”

**ARTICLE 4 – BOARD OF DIRECTORS**

SECTION 1. Administrative staff within the Yamhill County Sheriff's Office shall oversee the functions of (VRU). These Board of Directors will be seated by:

- a. Volunteer Coordinator
- b. Administrative Support Manager

SECTION 2. Assumption of Duties. The board of directors shall have the general charge of the VRU and the conduct of its affairs.

SECTION 3. The VRU membership shall approve all contracts relating to purchase or sale of real property and non-routine expenditures in excess of \$500.00. In an emergency the board of directors by unanimous vote, may authorize a larger expenditure for a non-routine purchase.

SECTION 4. The board of directors will be responsible for carrying out the necessary steps for applying for, gaining acceptance and maintaining our status as members of the (VRU).

## **ARTICLE 5 – OFFICERS**

SECTION 1. The general membership shall elect four officers: a President, Vice President, Secretary, and Treasurer. In addition to these elected officers, there shall be a Volunteer Coordinator, who shall be appointed by the Sheriff.

SECTION 2. All elected officers must be (VRU) members in Active Member status, as defined in ARTICLE 8 of this constitution.

SECTION 3. All candidates for office must have been active standing (VRU) members for six months.

## **ARTICLE 6 – DUTIES OF OFFICERS**

SECTION 1. President. The President shall preside at all meetings, and act as an assistant to the Volunteer Coordinator. Other duties shall include, but not limited to:

- a. Direct the planning of (VRU).
- b. Work closely with the Volunteer Coordinator on program planning, training and other organization activities.
- c. Study the abilities of the (VRU) members to implement new or improved programs, or recommend deletion of programs that are not of sufficient value to retain.
- d. Appoint chairpersons of committees.
- e. Election for this office will take place every even year.

SECTION 2. Vice President. The Vice President shall assist the President and serve as President when the President is unavailable. Other duties shall include, but not limited to:

- a. Track and enforce training upon the members as necessary.
- b. Assist new members with the orientation process.
- c. Act as a membership advisor.
- d. Election for this office will take place every odd year.

SECTION 3. Secretary. The Secretary shall keep records of the attendance at meetings and training, minutes of meetings, and any other records required by this constitution or the officers. In addition, the Secretary shall preside over meetings if senior officers are absent.

- a. Election for this office will take place every even year.

SECTION 4. Treasurer. The Treasurer shall be in charge of the organization's financial records, and shall prepare a monthly report of the organization's current financial condition.

- a. The Treasurer (with assistance of the President) will prepare an annual budget in January and present it for approval by the board and the membership of (VRU).

- b. It will be the duty of the Treasurer to file a complete financial report with the Sheriff's Office, for review, at the completion of the fiscal year, or any time there is a change of Treasurer.
- c. The Treasurer shall, in addition, be in charge of fund raising activities.
- d. Election for this office will take place every odd year.

## **ARTICLE 7 – ELECTION OF OFFICERS**

SECTION 1. Officers are elected on a staggered basis in non-partisan elections. Officers will be elected for two-year terms. President and Secretary officers will be elected on every even year. Vice President and Treasurer officers will be elected on every odd year.

SECTION 2. Election of officers shall be held at the regularly scheduled meeting in December for the upcoming year.

SECTION 3. Balloting will be by secret ballot.

SECTION 4. Prior to the vote, each candidate may give a short speech on his or her qualifications for the office.

SECTION 5. A simple majority of those present shall elect. In the event of a tie, any candidate with a lesser number shall be removed from the ballot on the second and subsequent ballots.

SECTION 6. In the event that an officer is elected into a different office, a special election will be held to fill the vacancy. Special elections must follow the same rules set for normal elections.

SECTION 7. Officers may be elected for consecutive terms.

## **ARTICLE 8 – OFFICER ASSUMPTION OF DUTIES**

SECTION 1. Newly elected officers will officially accept their positions in which they are elected during the regularly scheduled meeting in January.

## **ARTICLE 9 – RECALL OF OFFICERS**

SECTION 1. Any elected officer may be recalled for neglect of duty, conduct unbecoming of their office, or by the discretion of the Yamhill County Sheriff.

SECTION 2. Any active member may ask the officers to start a recall proceeding against an officer. The request must be in writing, must state why the member feels that the officer should be recalled, and must be signed by the member making the request.

SECTION 3. Requests for recall will be sent to the President, unless he or she is the officer being recalled, in which case the request will be sent to the Vice President.

SECTION 4. During a recall proceeding, the officer whose recall is being considered shall be excluding from voting on the matter.

SECTION 5. Recall of an officer requires a two-thirds vote of the members, taken at a general membership meeting where at least half of the total members in good standing are present.

SECTION 6. If a recall vote is taken, and the officer is not recalled, at least three months must pass before another recall attempt can be made.

### **ARTICLE 10 – MEMBERS AT LARGE**

SECTION 1. Member(s) at large shall be appointed by the elected officers of (VRU). Member(s) at large will assume equal seniority as the elected officers.

SECTION 2. To be eligible for appointment, candidates must be members in good standing.

SECTION 3. Duties. It shall be at the elected officers' discretion to determine the duration and description of duties performed by the member(s) at large.

SECTION 4. It is not a requirement for (VRU) to have appointed member(s) at large.

### **ARTICLE 11 – GENERAL MEMBERSHIP**

SECTION 1. Eligibility. Persons interested in membership with (VRU) must be a United States citizen, or resident alien of at least 18 years of age. They must complete a membership application supplied by the Yamhill County Sheriff's Office of which will be reviewed by the (VRU) officers and the Volunteer Coordinator. If the officers and Volunteer Coordinator desire to process the application further, appropriate background checks will take place. A board interview panel with the applicant shall be conducted. Applicants that pass both interviews with the board panel and the Yamhill County Sheriff, he or she will be granted membership with (VRU). The Yamhill County Sheriff has power of veto on membership approvals over the officers. Full procedures of the application process shall be noted on the application form.

SECTION 2. Active Members. Active Members are those persons who have met the pre-appointment and training requirements, been accepted by the Yamhill County Sheriff, the officers and are in good standing, as defined in ARTICLE 12 of this constitution.

SECTION 3. Inactive Members. Inactive members are those who have been previously accepted by the Sheriff and the officers for membership, but have attended less than half (6 or fewer) of the volunteer meetings, and/or provided less than 24 hours of service throughout the year. Any member who knows he or she will not be able to actively participate in activities or attend

meetings, for some time, may request to be put on inactive status. After an extensive leave of absence, or where the member is suspended for nonparticipation, the officers will require that the member pass an evaluation prior to returning to Active Member status. He or she will be put on a probationary status – requiring the returning member to attend all meetings and most events for a minimum of three months. Inactive members shall be entitled to attend general membership meetings, but they may not vote. Inactive Members shall not be permitted to participate in field events or activities.

SECTION 4. Honorary Members. Honorary Members are those who have committed at least five years of active service to (VRU), but have retired from Active Member status. Honorary Members will continue to be listed on the organization’s roster for announcements and informational updates, if they choose. These members are entitled to attend general membership meetings, but they may not vote. Honorary Members shall not be permitted to participate in field events or activities, but may participate in community events or administratively, at the discretion of the (VRU) Board, Volunteer Coordinator, or the Yamhill County Sheriff.

## **ARTICLE 12 – GOOD STANDING**

SECTION 1. The requirements of this article are based on the policy that members who do not participate regularly, will lose their skills and will not be as valuable to assist in community activities. Good standing members are those who do not fall under Inactive or Honorary Member status categories as defined in ARTICLE 8 of this constitution.

SECTION 2. The officers may from time to time set forth additional minimum requirements to maintain good standing.

SECTION 3. The presiding officer at each regular volunteer meeting shall see that roll call is taken and a record of attendance is kept by the Secretary.

SECTION 4. Members shall be required to follow the written rules of the organization and Yamhill County Sheriff’s Office, as set forth by the Sheriff and (VRU) board officers.

## **ARTICLE 13 – MEMBERSHIP RIGHTS AND DUTIES**

SECTION 1. The members of (VRU) in good standing may participate in the following:

- a. voting and elections,
- b. serve on committees, and
- c. Sheriff’s Office activations, member scheduled events, and other volunteer duties assigned.

SECTION 2. Termination of membership voluntarily. A member who leaves the State of Oregon to reside elsewhere permanently shall be terminated. A person may withdrawal from membership at any time by providing written notice to one of the officers of such withdrawal.

SECTION 3. Termination of membership for cause. The Board of Directors shall have the power to terminate the membership of any member for conduct that the Board of Directors deems to be illegal, disruptive, or unsafe to the membership. Such person shall be given reasonable notice of the proposed action, the reason(s) for it, and an opportunity for a Board of Directors hearing prior to a vote by the Board of Directors to terminate membership. Any member may be terminated from (VRU) at the discretion of the Yamhill County Sheriff at anytime, without cause.

#### **ARTICLE 14 – COMMITTEES**

The officers may appoint committees as necessary. All members of committees must be members in good standing.

#### **ARTICLE 15 – PAYMENT OF FUNDS**

SECTION 1. The President, Vice President, Secretary and Treasurer officers shall be authorized to sign checks for payment of funds.

SECTION 2. Payment of funds must be approved as follows:

- a. If the amount is less than \$100, approval by any two officers.
- b. If the amount is more than \$100, expenditure shall be approved by a majority vote of the members attending a regular meeting.

#### **ARTICLE 16 – SUCCESSION**

SECTION 1. If an elected officer resigns, is recalled, or otherwise unable to perform the duties of the office, the remaining officers shall appoint a member to complete the remainder of the term. Until appointment of an interim officer, from the General Membership at the next membership meeting, the President shall assume the duties of the vacant office, including their own. In the event where the President resigns, is recalled or is unable to perform their duties – the Vice President shall assume the duties of the President, including their own, until completion of Section 3.

SECTION 2. Anyone appointed to complete a term of office must be a member in good standing.

SECTION 3. Process.

a. Upon written notification of resignation or recall from an elected officer, the remaining officers must call for a special board meeting to discuss who in the General Membership will be considered to accept appointment of vacant officer position. Multiple members should be considered, in order of preference, in preparation for members that may choose to decline appointment. See subsection [c] for additional.

b. If it suits the best interest of (VRU), the remaining elected officers may choose to transfer a board position to fill the vacated position and appoint a member from the General Membership or conduct a special election to fill another board position.

c. If less than one year of term remains under the vacated board position, the position may be filled by board officer appointment. If more than one year of term remains, the board shall conduct a special election from the General Membership to fill the vacated board position.

c. Upon completion of replacing any vacated board positions, all appropriate transfer of applicable materials shall take place immediately.

## **ARTICLE 17 – AMENDMENTS**

SECTION 1. This constitution may be amended at any regular meeting, provided the proposed amendment is distributed in writing to all members at least one month prior to the vote and then it receives a 2/3 favorable vote of the members in good standing that are present at the meeting.

SECTION 2. An amendment that fails may not be re-submitted for at least 3 months.

SECTION 3. All amendments must be approved by the Yamhill County Sheriff, or his designee, prior to proposal to the General Membership.

## **ARTICLE 18 – INTERPRETATION**

SECTION 1. The elected officers currently in office shall interpret and enforce this constitution.

## **ARTICLE 19 – POLICIES AND PROCEDURES**

SECTION 1. There shall be a manual of policies and procedures, maintained by the Board of Directors and approved by the VRU Board and the Yamhill County Sheriff's Office.

SECTION 2. All policies must be approved by the Yamhill County Sheriff and are supplemental to Yamhill County Sheriff's Office and Yamhill County policies.

## **ARTICLE 20 – RATIFICATION**

SECTION 1. Before this constitution becomes effective, it must be submitted and approved by a majority. This constitution must be made available for inspection by the members at least 30 days prior to the vote.

SECTION 2. This constitution shall become effective and binding when approved by a 2/3 vote of the members that are present at the meeting.

SECTION 3. The Yamhill County Sheriff will have final approval of this Constitution and Bylaws and any changes there in.

**ARTICLE 21 – TAX EXEMPT STATUS**

The Board of Directors applied for and received tax-exempt status from the Internal Revenue Service effective March 5, 2009 as a Domestic Nonprofit Corporation.

**ARTICLE 22 – DISSOLUTION**

Upon dissolution of this organization, any remaining assets shall be distributed for more exempt purposes within the meaning of section 501(c) 3 of the Internal Revenue Code, or shall be distributed to the Yamhill County Sheriff’s Office, for a public purpose.

This constitution was adopted by the members on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

Those voting in favor were \_\_\_\_\_. Those voting against were \_\_\_\_\_.

\_\_\_\_\_  
Secretary (Printed)

\_\_\_\_\_  
Secretary (Signed)

