

# **WESTERN PENNSYLVANIA CERT BY-LAWS**

## **ARTICLE I: Name, Purpose and Objectives**

The name of this organization shall be “Western Pennsylvania CERT”, herein after referred to as the “Organization”, a non-profit (501C3) organization incorporated on July 10, 2017 in the Commonwealth of Pennsylvania.

The Organization does not contemplate pecuniary gain or profit, incidental or otherwise, to its members.

## **PURPOSE**

To train members in basic response techniques in order to assist local citizens and first responders in disaster or emergency situations

## **MISSION**

The Mission of Western Pennsylvania CERT is to unite, train and prepare Community Emergency Response Teams through our CERT programs and provide a forum of cooperation, communication, coordination, and collaboration with other Disaster Response Organizations, to work in support of and in conjunction with other professional emergency responders before, during and after natural and man-made disasters.

## **ARTICLE II: Policies and Procedures**

The Standard Operating Guidelines (SOG) shall be attached and made part of the By-laws of the Organization with the exception that they may be amended by a specific resolution requiring a two-third affirmative vote of the Board of Directors, hereafter known as the “BOD”.

## **ARTICLE III: Meetings**

The BOD shall meet monthly. These meeting are open to the general membership and can be considered as a general membership meeting. A quorum consists of two-thirds of the members who are present.

Special meetings of the Board of Directors can be called at any time by the Chair, or in his absence by either Vice-Chairs.

The December meeting is the Annual meeting.

We are a membership organization. The members can override any decision made by the BOD by a motion made at a membership meeting.

## **ARTICLE IV: Membership**

General membership is open to anyone 18 years of age or older providing that they are approved by ServPa.

Junior membership is for persons age 12 – 17.

Membership rates are set by the BOD.

Membership is based on the calendar year. (January 1 – December 31)

## **ARTICLE V: Officers**

**CHAIR** It is the duty of the Chair, or his designee, to preside at all meetings of the members of the Organization and the BOD; suggest and initiate the policies of the Organization; direct and oversee the business and operations thereof, be Chair of the BOD; to appoint committees; affix the Chairs signature to all legal documents of the Organization; and with the exception of the Nominating Committee, be an ex-officio member, with a vote, of all standing and special committees of the Organization.

**ADMINISTRATIVE VICE- CHAIR** – It shall be the duty of the Administrative Vice-Chair to preside at meetings in the absence of the Chair or at the Chairs request. Shall accept all duties as directed by the Chair. In the event that the Chair is no longer able to serve the Administrative Vice-Chair will then become the Chair, serving in that capacity until the next election, and will appoint a Vice-Chair subject to the approval of the BOD.

**OPERATIONS VICE-CHAIR** It shall be the duty of the Operations Vice-Chait to accept all duties as directed by the Chair.

**SECRETARY/TREASURER.** It shall be the duty of the Secretary/Treasurer under the direction of the Chair to: maintain the records of all meetings of the Organization; give notice to all members and generally to keep all records of the activities thereof. It shall be the duty of the Treasurer under direction of the Chair to: deposit all monies belonging to the Organization in the name of Western Pennsylvania CERT in an incorporated depository; keep an accurate detailed record of all gross cash/checks received and disbursements made for all accounts; present the of all financial accounts, including the record of checks issued.

The treasurer shall provide a full report of the Organizations financial status at each members meeting if not required on a more frequent basis by the BOD or a committee with a need for financial information.

The Treasurer shall assure that sufficient monies remain in the general fund at all times to support the membership.

## **ARTICLE VI: Board of Directors (BOD)**

The Board of Directors shall consist of

Chair  
Administrative Vice-Chair

Operations Vice-Chair

Secretary/Treasurer

Five (5) Board members

## **ARTICLE VII: Removal/Replacement of Officers**

In the event that a vacancy occurs, for whatever reason, the Chair shall nominate a replacement for the remainder of that term of office. The BOD will then be charged with confirmation by a majority vote.

## **ARTICLE VIII: Rules**

Refer to Standard Operating Guidelines.

Any person who forfeits membership or their membership is revoked or suspended for any cause whatsoever relinquishes all claims upon the Organization and there will be no refund of membership dues or donations.

## **ARTICLE IX: Elections**

The Officers shall comprise the Chair, Administrative Vice-Chair, Operations Vice Chair, Secretary/Treasurer, five (5) BOD members.

The terms of office is one (1) year for all officers with the exception that the Chair will serve a two (2) year term.

At the October meeting the Chair shall appoint a two (2) member ad hoc election committee whose duty it shall be to prepare ballots and conduct the election. Nominations will then be taken from the floor. Nominees not present at the October meeting will be contacted by the election committee and their acceptance of the nomination be secured before they are listed on the ballot.

Write in votes are accepted on the ballot.,

The election shall be held at the December meeting, which is the Annual meeting.

Those members elected shall take office at the adjournment of the December meeting.

Voting notice will be given to members in November.

## **ARTICLE X: Robert's Rules**

Roberts Rules of Order shall be the standard on all points not covered in the Standard Operation Guidelines.

The Chair shall appoint a Parliamentarian.

### **ARTICLE XI: Amendments**

These By-laws may be amended by a majority vote of the members present at a regularly scheduled monthly meeting.

### **ARTICLE XII: Dissolution**

In the event that it becomes necessary to dissolve Western Pennsylvania CERT, all assets shall be disbursed to a local non-profit organization determined by a dissolution committee. This disbursement shall be approved by the members present at a dissolution meeting.