

BYLAWS OF THE CITY OF PARMA

COMMUNITY EMERGENCY RESPONSE TEAM

ARTICLE I

Name

The name of this organization shall be "The City of Parma Community Emergency Response Team". The organization is incorporated as a non-profit corporation in the State of Ohio and shall be referred to hereafter in these Bylaws as "Parma CERT".

ARTICLE II

Purpose and Objectives

Parma CERT has been organized to fulfill its mission statement: *"Beginning with ourselves, we will be prepared to work as an individual or together as emergency response teams, to assist our families, neighbors and community in a time of disaster or need and be prepared to make decisions that benefit the people of the City of Parma."*

ARTICLE III

Membership Meetings

Section 1. Annual Meeting

The date, time and place of the annual meeting will be set by the Executive Committee, but will occur no later than October 31st of each year for the purpose of electing the incoming Executive Committee.

Section 2. General meetings

General meetings will be held monthly with notice given to members at least two weeks in advance. The meeting dates and times shall normally be on the third Wednesday of the month at 7:00pm. The current meeting location is at the Cuyahoga Community College West Campus in the Police and Fire Academy building.

Section 3. Quorum

A quorum is present when 20% of active members are in attendance.

ARTICLE IV

Membership

Section 1. Membership application

Entry into Parma CERT requires that the interested person complete both an application and a waiver form, as well as consent to a fingerprint and background check. Applications must be submitted with a copy of a driver's license or State ID card. Submission of a completed application packet does not guarantee acceptance into Parma CERT. Applications will be denied if a background check reveals questionable behavior such as criminal history, or if the individual has been removed as a member of any other CERT organization, or for any reason deemed appropriate by the Parma Fire Department. Applicants must be informed of the basis for a denial.

Section 2. Membership criteria

All successful applicants must complete the twenty (20) hour basic CERT training and associated drill plus prove completion of the ICS 100 class available from FEMA. Additionally, members are required to complete ICS200 within his/her first 18 months.

ARTICLE V

Executive Committee

The Executive Committee will be responsible for the overall policy and direction of Parma CERT, in concert with the Parma Fire Department. The Executive Committee may delegate responsibility for certain operations to standing committees or special committees.

Section 1. Officers and Term of Office

The officers will consist of four (4) positions: Chairperson, Vice-Chairperson, Secretary and Treasurer. Each officer will serve a two (2) year term. To be eligible to be an officer a CERT member for one (one) year.

Section 2. Elections

Election of the Executive Committee will occur as the first order of business at the Annual Meeting held no later than October 31st. Nominations for the Executive Committee will be made at the September General Meeting and published to all members. Ballot voting and counting of ballots shall occur during the Annual Meeting and announced to all members.

Section 3. Termination of an Executive Committee member

Any member of the Executive Committee may be terminated if a Committee member misses three (3) consecutive General Meetings without an excuse, or four (4) meetings in one year. A 2/3 vote of members in attendance at a General Meeting is required for termination.

Section 4. Vacancy of Office

In the event that an Executive Committee member is terminated or resigns a special meeting of the members will be held with two (2) weeks of notification of termination to nominate and elect a replacement. The newly elected Executive Committee member will complete the term of the vacant office and will be effective in his/her office immediately.

Section 5. Liability and compensation

The members of the Executive Committee will not be personally liable for any debts or obligations of Parma CERT. The Executive Committee will not receive compensation for the performance of his/her office.

ARTICLE VI

Duties of Officers

All members of the Executive Committee are required to attend all meetings. If a Committee member is unable to attend a specific meeting there must be a notification to another Committee member and/or the City CERT coordinator.

Section 1. Chairperson

The Chairperson is responsible for presiding at all Annual and General Meetings. The Chair also approves the proposed agenda for each meeting in cooperation with the City of Parma CERT Coordinator. Additionally, the Chairperson oversees the financial operations of the organization.

Section 2. Vice-chairperson

The Vice-Chairperson assumes the duties of the Chairperson when the Chair is unavailable and will perform tasks requested by the Chairperson. The Vice-Chairperson will also oversee all aspects of the duties of the Communications Committee.

Section 3. Secretary

The Secretary prepares the agenda for the Annual and General Meetings and disperses to the membership after receiving Chairperson and City Coordinator approval. The Secretary also records the minutes of all meetings and disperses those monthly with the approved agenda. The Secretary is responsible for keeping and maintaining the corporate records for Parma CERT.

Section 4. Treasurer

The Treasurer is responsible for maintaining the Parma CERT checkbook to include complete records of all deposits and debits. The Treasurer will present a financial report at each Annual and General Meeting and is responsible for keeping and maintaining all financial records for Parma CERT. The Treasurer will work closely with the Chairperson as oversight.

ARTICLE VII

Committees

Section 1. Number

There will be four (4) standing committees – Equipment, Fundraising, Recruitment and Communications

Section 2. Selection, Meetings and Minutes

A majority of votes at the Annual Meeting shall appoint each committee chairperson. All Parma CERT members are automatically members of every standing committee. The Chairperson shall appoint a committee member to take minutes of all meetings which shall be presented at the General meetings.

Section 3. Duties of Standing Committees

A. Equipment

1. Shall inventory and maintain all Parma CERT equipment.
2. Shall make recommendations for new and/or replacement equipment
3. Shall maintain all records associated with equipment including warranties, member assignments and expiration dates

B. Fundraising

1. Shall be responsible for organizing fundraising events.
2. Shall develop a plan and propose a calendar of events to meet budget requirements.

C. Recruitment

1. Shall be responsible for the recruitment of new members
2. Shall work with Communications and Fundraising Committees for public education and recruitment opportunities.

D. Communications – Subject to oversight by the Vice-Chairperson

1. Shall maintain Parma CERT website and Facebook page
2. Shall take charge of all media relations
3. Shall be responsible for timely access to Parma CERT emails and email responses.

ARTICLE VIII

Conflict of Interest

No member shall serve as on a committee or vote on a question in which they have a direct or indirect personal or pecuniary interest not in common with other members of Parma CERT. In such circumstances the member should abstain from serving or voting.

ARTICLE IX

Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order shall govern Parma CERT in all cases in which they are applicable and in which they are not consistent with these Bylaws, any special rules of order Parma CERT may adopt and the laws of the State of Ohio.

ARTICLE X

Dissolution of Parma CERT

Upon the dissolution of the corporation Parma CERT shall, after paying or making provision for payment of all liabilities of the corporation, dispose of all residual assets of the corporation by turning them over to the Parma Fire Department Foundation as described in Sections 501 (c) (3) and 170 (c) and (2) of the Internal Revenue Code, or in the corresponding provision of any future U.S. Internal Revenue Code or of the tax code of the Federal, State or local government.

ARTICLE XI

Amendment of Bylaws

These Bylaws may be amended, revised or repealed, when necessary, by a two-thirds (2/3) vote of the membership present at the meeting. Proposed changes must be submitted by the Secretary to the membership in writing two (2) weeks prior to a meeting scheduled for a vote.