Town of Elma

Erie County, New York

Elma CERT, Inc.

Community Emergency Response Team

1600 Bowen Rd / Elma New York 14059 / 716-652-3260

cert@elmanewyork.com

Established March 27, 2013

**ELMA CERT, Inc. BY-LAWS**

**ARTICLE I - NAME**

The name of this organization is Elma CERT, Inc. (CERT stands for Community Emergency Response Team). The group is a non-profit, informational, non-political organization and is organized for charitable purposes. The organization may also be referred to as Elma CERT.

**ARTICLE II - ADDRESS**

Elma CERT, Inc.

Elma Office of Emergency Management

1600 Bowen Road

Town Hall

Elma, NY 14059

**ARTICLE III - MISSION**

To inform citizens to be better prepared to take care of themselves, family, friends, and neighbors in the event of a disaster of any type until emergency responders arrive. We recognize that our residents are our largest resource. A prepared community is less of a strain on Emergency Services in a disaster situation. Elma Cert, Inc. strives to establish a Community Response Team as an emergency management resource, to develop a volunteer pool of citizens to help during an emergency, and to perform projects that improve a community’s preparedness.

**ARTICLE IV - MEMBERSHIP**

Elma CERT, Inc. is comprised of two types of membership: Probationary and Active.

Probationary members are those who have not yet acquired CERT Training Certification and will not be activated during any emergency situation. Probationary members must complete CERT training at the first available opportunity.

Active members are those who have acquired CERT Training, ICS 100, ICS 700, and ICS 800 Certifications. Copies of completion certificates must be submitted to the Elma CERT Executive Board and will be kept on file.

All Members will sign that they have read, understood, and agreed in writing to be guided by the Articles of these By-laws and all standard operating guidelines.

Members shall be required to attend training sessions each year to update their CERT skills.

**ARTICLE V - DUES**

No officer or member shall be required to pay dues to Elma CERT, Inc.

**ARTICLE VI - SALARIES**

No officer or member shall receive a salary or compensation for their position.

**ARTICLE VII - MEETINGS**

A Quorum of attendance will be required to hold a general meeting. A Quorum will consist of at least two Executive Board Members, with one Executive Board Member being the President or Vice President, and at least two general members more than the Executive Board members in attendance.

Meetings will be held on the second Wednesday of every month at 7PM. Meetings will be held at the Elma Senior Citizen’s Center, with the exception of July and August, when meetings will be held at the Elma Town Hall. Additional meetings may be held as declared necessary. Members will be notified by e-mail, and by phone if necessary, of any changes to meetings.

Meetings shall follow a standard agenda, whose items shall include, but are not limited to: Call to Order, Approval of minutes, Old Business, Treasurer’s report, Committee reports, New Business, Announcements, Open Forum, and Adjournment. Roberts Rules of Order will be the parliamentary guide for all meetings, if needed.

**ARTICLE VIII- OFFICERS**

The officers of Elma CERT, Inc. shall consist of a President, Vice President, Secretary, and Treasurer, and shall make up the Executive Board. The Vice President shall serve in the absence of the President. The Secretary shall record minutes, keep signed meeting minutes, and provide written and verbal reports at all meetings. The Treasurer shall receive and deposit all monies, keep and maintain accurate records of all financial accounts, and prepare and submit monthly and yearly financial reports. In the absence of the Treasurer, any Executive Board member may receive and deposit funds within 5 banking days on the Treasurer’s behalf. All Elma CERT, Inc. bank drafts will require the signature of two Elma CERT, Inc. Executive Board members.

The Executive Board interfaces with other organizations, speaks for the group, and prepares the monthly agenda. An ex officio representative from the Elma Office of Emergency Management (“Elma OEM”) shall serve as liaison and technical advisor to the group.

At the recommendation of the Executive Board, an officer may be removed from office by a two-thirds vote at a general meeting. Upon removal from Office, any and all documents, files, and materials pertaining to that office shall be returned to the Executive Board.

**ARTICLE IX – OFFICERS’ RESPONSIBILITIES**

**Section 1. President**

The President shall preside over Executive Board and general meetings, and perform other duties as ordinarily pertains to this office. The President shall work in conjunction with the Elma OEM.

Upon vacating the office, the President shall turn over to their successor, or to the Executive Board, all materials and any other Elma CERT, Inc. property pertaining to their office.

**Section 2. Vice President**

The Vice President, in the absence of the President, shall preside over Executive Board and general meetings, and perform other duties as ordinarily pertains to this office. In the absence or unavailability of the President, the Vice President inherits all the responsibilities and duties of the office of President.

The Vice President shall receive copies of all financial statements as a check and balance to the treasurer’s office.

Upon vacating the office, the Vice President shall turn over to their successor, or to the Executive Board, all materials and any other Elma CERT, Inc. property pertaining to their office.

**Section 3. Secretary**

The Secretary shall maintain all records and reports. This includes minutes, committee reports, and other documents and reports generated by and pertaining to the organization. Records and reports shall be kept loose bound and in chronological order. All records and reports shall be made available for viewing with 5 business days notice to the Secretary.

The Secretary shall distribute notifications of and keep records for all meetings and events of Elma Cert, Inc.

The Secretary shall perform other duties as ordinarily pertains to this office.

Upon vacating the office, the Secretary shall turn over to their successor, or to the Executive Board, all records, reports, and any other Elma CERT, Inc. property pertaining to the office.

**Section 4. Treasurer**

The Treasurer shall be responsible for the collection and distribution of all funds, the creation and maintenance of all financial records, the accounting of the same to members at monthly meetings or upon request by the Executive Board, and will perform such other duties as ordinarily pertains to this office. All funds collected shall be deposited within 5 banking days to the Elma CERT, Inc. bank account by the Treasurer. In the Treasurer’s absence, deposits will be made by any Executive Board member and records of the deposits will be provided to the Treasurer at the earliest available opportunity.

The Treasurer shall facilitate the yearly audit of financial records for the previous fiscal year performed by the Executive Board and the Elma OEM in February. An audit shall be performed upon the resignation or removal of the Treasurer, independent of the yearly audit.

Upon vacating the office, the Treasurer shall turn over to their successor, or to the Executive Board, all funds, financial records, and any other Elma CERT, Inc. property pertaining to their office.

**Section 5. Training Officer**

The Training Officer shall be appointed by the Executive Board at each annual organizational meeting, or as necessary. This Officer shall submit to the Secretary an outline providing topic, objective, and attendance for each training session, and shall coordinate training on a regular basis.

Upon vacating the office, the Training Officer shall turn over to their successor, or to the Executive Board, all materials and any other Elma CERT, Inc. property pertaining to their office.

**ARTICLE X - ELECTION PROCESS**

Nominations for officers will be accepted at the November meeting and for a period of 7 days afterward. Nominations for Officers will be accepted from the floor and via email. Self-nominations will be accepted. In the event of no nominations for an office, nominations will be accepted from the floor at the December meeting. Nominees can only accept a position on the ballot for a single office.

Ballots will be issued at the December meeting. Simple majority of a secret ballot will hold the day. Ballots will be destroyed afterwards. If only one person is nominated, the Secretary casts the ballot. If the Secretary is unopposed for any office, the President casts the ballot.

An absentee ballot can be submitted by a member who, due to extenuating circumstance, is unable to attend the December meeting. Examples of extenuating circumstances can include, but are not limited to, work schedule, pre-scheduled travel, illness, or death in the family. Absentee ballot requests must be submitted to the Secretary. In order to be accepted, all absentee ballots must be returned prior to the start of the December meeting.

Members shall vote for officers at the December meeting. Term of office shall be one year from January 1 through December 31.

**ARTICLE XI - FINANCES**

All funds accrued by the group shall be used for and to the advantage of the membership, the good of the Community, and in support of the purposes of Elma CERT, Inc. The Treasurer shall be responsible for the collection and disbursement of funds. The Treasurer shall maintain a Petty Cash Fund not to exceed $50.00. All other funds shall be deposited within 5 banking days to the Elma CERT, Inc. bank account by the Treasurer. In the Treasurer’s absence, deposits shall be made by any Executive Board member and records of the deposits will be provided to the Treasurer at the earliest available opportunity.

Elma CERT, Inc. shall work with the Elma OEM to secure funds for disaster preparedness and education.

The fiscal year for Elma CERT, Inc. is January 1st - December 31st. There will be an annual audit of the financial records performed by the entire Executive Board and the Elma OEM in February for the previous fiscal year.

**ARTICLE XII - COMMITTEES**

The Executive Board shall create committees for projects and events. The committees shall have a chairperson(s) who will provide regular updates to the Executive Board. The Executive Board shall monitor the progress of committees. All proposed committee activities, including fundraising, must be reviewed by the Executive Board and approved by the General Membership.

The President shall appoint standing and special committees.

**ARTICLE XIII - ELECTRONIC & PRINTED MEDIA**

The Executive Board shall approve the substance and content of all electronic and printed media that is associated with or related to the group, including all that is identified with the Elma CERT, Inc. logo, name, or acronym. The exception is personal e-mail or correspondence among the membership. Meeting minutes shall be sent by e-mails to the membership.

As part of the informational mission, materials may be distributed to the public.

Elma OEM is authorized to send emails from the Elma CERT, Inc. account as necessary.

**ARTICLE XIV - AMENDMENTS TO THE BY-LAWS**

Any proposed amendment to the By-Laws shall be presented at a general meeting for discussion. A simple majority vote shall move the proposal to the By-Laws Committee. An individual proposing the amendment is appointed to the By-Laws committee for the duration of the proposed amendment draft process. After presentation of the By-Laws amendment final draft to the Executive Board, it shall be distributed to all members at least ten days prior to the next scheduled general meeting. A vote on a motion to amend the By-Laws takes place at the scheduled general meeting. A two-thirds majority vote of the members present is required to pass the amendment.

**ARTICLE XV - EMERGENCY ACTIVATION**

An Emergency Activation shall come through a request from the Elma OEM and/or the Town Supervisor to Elma CERT, Inc. President. Elma CERT, Inc. Active members will be activated through a phone tree and/or the Code RED reverse 911 system. Any member who is activated must display their Elma CERT ID Badge.

No CERT member is to self-deploy or act on their own in the name of Elma CERT, Inc.

**ARTICLE XVI – HISTORY & FOUNDING MEMBERS**

**Section 1. Elma CERT**

The Elma Town Board and the Elma OEM recognized the need for a Community Emergency Response Team during the October Storm on the week of October 12, 2006. Elma CERT was officially formed on December 12, 2007 by a resolution of the Elma Town Board. Elma CERT was initially formed as a Town of Elma group.

Robert Iggulden researched CERT, found the money through Niagara University to pay for the original CERT training, promoted; scheduled; and set up all of the training at the Iroquois Central School.

The founding members; Edward R. Sauer; Mark Kowalski; Diane Weston; Edwina Schrader; Bill Schrader; John Patterson; Sharon Winkler; Howard Winkler; Roy Fedeson; Cynthia Hauser; and Michael Roth.

Elma Town Board Members were Supervisor Michael Nolan; Council members Dean Puleo, Dennis Powers, Susan Glownia, and David Polak.

**Section 2. Elma CERT, Inc.**

As the Elma CERT membership grew and became more active, there was a need to become independent of the Town of Elma. On March 27, 2013, Elma CERT, Inc. held its very first Organizational meeting at the Elma Town Hall at 7pm.

The founding members; Elma OEM; Edward R. Sauer, Mark Kowalski; Elma CERT and Elma CERT, Inc. Officers – President Lisa Gee, Vice President Michelle Kerr, Secretary Amy Thompson, Treasurer Debbie Wannemacher and Training Officer Donald Trzepacz Jr; Elma CERT and Elma CERT, Inc. members Roy Fedeson, Howard and Sharon Winkler, Greg and Deborah Merriam, Patricia Jakubowski, Donald Bingham, Russ Cryann, Roger Larkin, Kevin and Mettie Wagner, Michele Angelli, and Cindy and Lori Minnich.

Elma Town Board members were Supervisor Dennis Powers; Council members Tracy Petrocy, Mike Nolan, Thomas Fallon, and James Malczewski.

Elma Cert, Inc. acknowledges Dean Puleo, Esquire, for his time, expertise, and dedication in assisting the organization with its transition to non-profit status.

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