

**BYLAWS OF THE
GREATER GREEN VALLEY
COMMUNITY EMERGENCY RESPONSE TEAM (GGV-CERT)**

December 2020

MISSION STATEMENT

Greater Green Valley CERT has two missions:

1. **Training:** Educate community members about disaster preparedness and provide training in basic disaster response skills.
2. **Response:** Provide help to victims following an event when professional responders are not immediately available. GGV-CERT also will directly support the Green Valley Fire District in the event of a major emergency or disaster. Operation support functions include but are not limited to: light search and rescue, small fire suppression, medical assistance and evacuation.

MEMBERSHIP

1. Membership is open to all Greater Green Valley residents, 18 years of age or older, who have completed the 20-hour CERT Basic Course, or who agree to complete the course when it is next offered.
 - a. Tier One Members are those who are awaiting training or those who have completed the CERT Basic Course but have not qualified for an advanced tier. Tier one members will not be issued CERT identification cards but may be issued equipment at the discretion of the President and the Logistics Officer. Tier One members are not authorized to vote in CERT matters. Tier Two and Three members who do not pay the annual dues will be reassigned to Tier One and must return issued equipment and Kit.
 - b. Tier Two Members have completed the CERT Basic Course, ICS 100, 200 and 700 and an additional six hours of training and/or volunteer participation in one special event per year. Tier Two members will make themselves available for activation within their respective neighborhoods in an emergency and will be issued CERT identification cards and a CERT Kit. Tier Two members are expected to participate in one simulation per year. This also can be accomplished by assisting in a Basic Course graduation exercise.
 - c. Tier Three members have completed the CERT Basic Course, ICS 100, 200 and 700 and an additional eight hours of training and/or volunteer participation in two special events per year. Tier Three members will make themselves available for community-wide activation and will be issued CERT identification cards and a CERT Kit. Tier Three members are expected to participate in one simulation each year. This requirement also can be accomplished by assisting in a Basic Course graduation exercise.
2. All members who have been issued equipment are required to pay yearly dues by January 1st, the amount of which will be determined by the CERT Council. Failure to pay dues by February

1st will result reduction to Tier One status. Dues and hours of training requirements will run from January 1st to December 31st. Dues may be prorated for those who join after mid-year.

3. CERT is a voluntary organization. Those who complete the Basic Course are not required to join CERT. Members may resign at any time but are requested to notify a member of the Council and return any CERT-issued items.

MEETINGS OF MEMBERS

1. Regular meetings: Regular meetings of the members may be held monthly, at a time and place designated by the President.
2. Annual meetings: An annual meeting of the members shall take place in the month of October, the specific date, time and location of which will be designated by the President. At the annual meeting the members shall elect directors, receive reports on the activities of the association, and determine the direction of the association for the coming year.
3. Special meetings: Special meetings may be called by the President, or a simple majority of the board of directors. A petition signed by five percent of voting members may also call a special meeting.
4. Notice of meetings: Meetings will be announced by email and on the GGV CERT website not less than one week prior to the meeting.
5. Quorum: The members present at any properly announced meeting shall constitute a quorum.
6. Voting: All issues to be voted on shall be decided by a simple majority of Tiers Two and Three members present at the meeting at which the vote takes place.

CERT COUNCIL

1. The Board of Directors, known as the CERT Council, will consist of up to ten but not less than six members elected by the CERT membership. An additional member, the Treasurer, will be appointed by the President and ratified by the Council. The CERT Council will elect from its members three officers: President, Vice President and Secretary. Council members shall receive no monetary compensation for their service other than reimbursement of approved expenses.
2. Duties of the Officers
 - a. The President shall coordinate the CERT Program with the Green Valley Fire District and appropriate Pima County offices, maintain a member data base and call list, preside over meetings, and establish committees and name committee chairs as needed. The President shall vote at Council meetings only to break a tie. In the absence of the President, any officer may preside over a meeting of the Council. The President can approve expenditures up to \$200; amounts above that must be approved by the Council.

- a. The Vice President shall chair the Training Committee to plan all training and exercises and be prepared to assume the duties of the President in the case of the President's absence or incapacity. The Vice President will maintain training records.
- b. The Secretary shall prepare Council minutes, maintain copies of correspondence and notify members of meetings.
- c. The Treasurer shall collect and record all monies received, develop a yearly budget if directed, track expenses and pay all bills as submitted and approved. The Treasurer will present a detailed report of income and expenditures at all Council meetings or whenever requested by the Council.

3. Terms of Office

CERT Council members are elected for a term of two years, with one-half of the Council elected each year. Officers are elected by the Council for a term of one year. Council members may terminate their membership at any time by written notice to the President. The President may appoint a successor to fill out the remainder of the member's term.

4. Meetings

- a) CERT Council will meet at least quarterly. A quorum will be a simple majority of the Council members.
- b) Vacancies: When a vacancy on the Council exists mid-term, the secretary must receive nominations for new members from present members two weeks in advance of a Council meeting. These nominations shall be sent out to Council members with the regular Council meeting announcement, to be voted upon at the next Council meeting. These vacancies will be filled only to the end of the original member's term.

5. Removal of Members

Council members who have more than two unexcused absences from Council meetings from July through June are subject to removal from the Council. A Council member may also be removed by majority vote of the Council for negligence or malfeasance.

6. Fire District Representation

An additional member of the CERT Council, representing the Green Valley Fire District may be appointed by the Green Valley Fire District. The representative will not be required to pay dues and will not be a voting member.

COMMITTEES

1. The President, with the approval of the Council, shall form committees as needed. The Training Committee shall be a standing committee chaired by the Vice President.

2. The Training Committee will plan and coordinate all training and exercises, recruit and supervise instructors and maintain training records.

BY LAW CHANGES: The Bylaws may be changed by a vote of two-thirds of the Council members.

CERTIFICATION

These bylaws were approved at a meeting of the CERT Council by a two-thirds vote on (date).

President

Date

Secretary

Date