

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

April 2025

MISSION STATEMENT

Greater Green Valley CERT has two missions:

1. **Training:** Educate community members about disaster preparedness and provide basic disaster response skills training.
2. **Response:** Provide help to victims following an event when professional responders are not immediately available. GGV-CERT will also directly support the Santa Rita 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 agree to complete the course when it is next offered.
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 in suspended membership. 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.
4. CERT members must retake the Basic Course every five years. Refresher training may be taken online or in person.

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 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 before 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 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 three officers from its members: 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 Santa Rita Fire District and appropriate Pima County offices, maintain a member database 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. The President shall notify members of meetings
 - 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 in the absence of the President 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, which will 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 Santa Rita Fire District, may be appointed by the 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 by an online vote of two-thirds of the Council members.

Peggy McSee

President

4/25/25

Date

Hayes K. Galitaki

Secretary

4-25-2025

Date