

Campus Community Emergency Response Team

At

Eastern Michigan University

Bylaws

(Updated 02/22/2010)



EASTERN
MICHIGAN UNIVERSITY
EMERGENCY MANAGEMENT

ARTICLE ONE

Section 1. Name and Organization.

- 1.1 The name of this organization, located at Eastern Michigan University, shall be the Campus Community Emergency Response Team at Eastern Michigan University, hereinafter referred to as the C-CERT at EMU.
- 1.2 The C-CERT at EMU are bound by The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University, Eastern Michigan University policies, and these bylaws.
- 1.3 The C-CERT at EMU does ordain and establish these Bylaws in accordance with The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

ARTICLE TWO

Membership

Section 1. Eligibility.

- 1.1 A member must be enrolled at Eastern Michigan University.
- 1.2 A member must be eligible in accordance with The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.
- 1.3 A member must be eligible in accordance with the policies of Eastern Michigan University.
- 1.4 A person seeking membership must have a G.P.A of 2.7 or better in the previous semester.
- 1.5 A C-CERT Member's cumulative G.P.A must remain above 2.0 at all times.
- 1.6 A C-CERT Member must be in good academic and judicial standing.
- 1.7 A C-CERT Member must complete the pre-requisite training.
- 1.8 No person shall be denied membership on the basis of race, nationality, gender, sexual orientation, or economic class.

Section 2. Suspension

- 2.1 A member who fails to meet any of the requirements of a C-CERT Member shall be placed on Suspension status until such requirements are met.
- 2.2 Suspension requires that a C-CERT Member attends all meetings and called functions.
- 2.3 A C-CERT Member on suspension shall actively seek to meet all requirements of active membership.
- 2.5 A C-CERT Member on suspension will continue to pay full dues for the time on suspension.
- 2.6 A C-CERT Member may only be on suspension for a maximum of two consecutive semesters.

- 2.7 A C-CERT Member who remains on suspension status for more than two consecutive semesters shall be asked to end their membership in the Campus Community Emergency Response Team at Eastern Michigan University.

Section 3. Ending Membership.

- 3.1 A member who is asked to leave from the Campus Community Emergency Response Team at Eastern Michigan University may return to the C-CERT at EMU if and only if all previously unmet requirements have been met.
- 3.2 An individual seeking membership to the C-CERT at EMU who has failed to receive approval from the C-CERT at EMU may return and petition for membership during any subsequent semester.

Section 4. No person registered at Eastern Michigan University shall be denied membership on the basis of race, color, creed, sexual orientation, or national origin.

ARTICLE THREE

Meetings

Section 1. Meetings.

- 1.1 Meetings shall be conducted monthly unless otherwise specified by the President.
- 1.2 The President and the Executive Council have the right to call emergency meetings if the need arises.
- 1.3 Meetings shall be conducted in accordance to Robert's Rules of Order.
- 1.4 The order of business at meeting shall be
1. Roll Call
 2. Reading of Minutes of Last Meeting
 3. Proposition for Membership
 4. Election of Members and Officers
 5. Mini-Training
 6. Unfinished Business
 7. Reports of Committees and Officers
 8. New Business
 9. Adjournment

Section 2. Quorum.

- 2.1 Two-Thirds of the total active membership must be present for any vote during regular meeting.
- 2.2 A quorum maybe suspended by the President if attendance prohibits a 2/3 vote. However, there must be a majority of members present for this to transpire.

Section 3. Committee Meetings.

- 3.1 Committee heads shall hold meetings as necessary for function of committee.
- 3.2 All Committee meetings are mandatory for committee members. Proper notice is required for an absence to be excused.

Section 4. Attendance Policy.

- 4.1 It is highly recommended that all members attend all meetings. Every effort will be made to accommodate varying schedules.
- 4.2 Multiple missed meetings may cause a member to be placed on the inactive list and they will not receive the privileges given to them as a C-CERT at EMU member.

ARTICLE FOUR Elected Officers

Section 1. Criteria for Nomination of an Officer

- 1.1 Candidates for office must have been in good standing for a least one entire semester in order to hold office.
- 1.2 Candidates for office must have and maintain at all times a 2.7 cumulative grade point average or have a previous semester G.P.A. of 3.0 or better.
- 1.3 Candidates for office must be current with all dues and fees to the C-CERT at EMU and house.
- 1.4 Candidates for office may be nominated by another active member or may nominate themselves, all nominations require a second.
- 1.5 Candidates for the office of President must have served one full term on the Executive Council.

Section 2. Criteria for Election to Office

- 2.1 Any member nominated must be present at both the nominations and the elections.
- 2.2 All candidates for an elected office must prepare a typed platform of goals and ideas for the office in which he is running with sufficient copies for the General Assembly.
- 2.3 This platform document must be typed and signed, and will serve as a regulated document, for all progress report pertaining to such office.

Section 3. Elections

- 3.1 Quorum must be present for elections to be held.
- 3.2 In the event that a candidate for office fails to be elected, he may “drop down” to run in the next election, provided that he satisfies the criteria for election to office. No new nomination is necessary.
- 3.3 Elections will be held at the first meeting in December.
- 3.4 Special elections will be held when necessary to fill a vacancy of an elected office.
- 3.5 Nominations must be opened two weeks prior to elections.

- 3.6 Officers will be elected upon receiving a majority vote. If no majority is met, a re-vote shall be held between the two candidates with the highest number of votes. In the occurrence of another tie, the President will cast a secret vote determining the election to office.
- 3.7 Voting shall be conducted by secret ballot.

Section 4. Terms

- 4.1 Unless otherwise noted, officer terms will run concurrently with the calendar year.
- 4.2 A new officer shall take over at the first meeting of the winter semester and as soon as he has received proper training and materials from the outgoing officer.

Section 5. Removal from Office

- 5.1 Officers may be removed from office if they do not fulfill their duties as prescribed by The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University or the Bylaws of the C-CERT at EMU.
- 5.2 Violation of eligibility requirements at any time shall be grounds for removal.
- 5.3 Two-thirds of members must be in support of an impeachment motion before voting can take place.
- 5.4 If the impeachment motion is carried, a hearing will be held to discuss the charges with a quorum as dictated by The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University
- 5.5 A vote will be called and $\frac{3}{4}$ vote is required for an officer's removal.

ARTICLE FIVE

Amendments

Section 1. Process.

- 1.1 A member or members wishing to amend these bylaws must submit a written proposal to the Secretary stating the proposed amendment exactly as it would read and must be signed by the Members proposing the amendment.
- 1.2 The member or members will then raise the motion and it will be tabled until the following week.
- 1.3 Motions and amendments must be submitted during new business and require a two-thirds majority vote.