

Constitution of the Campus Community Emergency  
Response Team at Eastern Michigan University



## **ARTICLE ONE - NAME, PRINCIPLES AND DEFINITIONS**

### **Section 1 - NAME**

The organization shall be publicly known as the Campus Community Emergency Response Team at Eastern Michigan University or C-CERT at EMU.

### **Section 2 - FUNDAMENTAL PRINCIPLES**

The Objectives and Fundamental Principles of the Campus Community Emergency Response Team at Eastern Michigan University are the duties of each team member and are articulated by this The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University. Chief among these duties, as laid down at the foundation of the Campus Community Emergency Response Team at Eastern Michigan University, are:

- 2.1 To do the greatest good for the greatest number.
- 2.2 To help EMU mitigate, prepare, respond, and recover from disaster.
- 2.3 To assist campus, local, state, and national emergency response organizations in their aims.

### **Section 3 - TERMS OF MEMBERSHIP AND DEFINITIONS**

The rules set forth in this Section shall be used in interpreting The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

- 4.1 ADVISORS. The director of Emergency Management, or his/her designee, shall act as the advisor for the Campus Community Emergency Response Team at Eastern Michigan University.
- 4.2 MEMBER. Any person who has completed the required training as outlined by the Advisor, has submitted the proper paperwork, and who has neither resigned nor been expelled shall be a member of the Campus Community Emergency Response Team at Eastern Michigan University.
- 4.3 EXPULSION. The permanent removal of a member's rights and privileges in the Campus Community Emergency Response Team of Eastern Michigan University shall be based on the Campus Community Emergency Response Team at Eastern Michigan University Rules and Policies.
- 4.4 FINANCIAL OBLIGATIONS. No dues shall be collected by Campus Community Emergency Response Team at Eastern Michigan University. However, on a case by case basis fees may be charged for additional training, lost equipment and any other situations the Advisor deems a fee is required.
- 4.5 GOOD STANDING. A member that is neither EXPELLED nor INACTIVE shall be considered in good standing.
- 4.6 INSTITUTION. The Campus Community Emergency Response Team at Eastern Michigan University shall be a part of Eastern Michigan University.
- 4.7 MAJORITY VOTE. Unless it is otherwise specified, when a vote is required, a majority of votes cast shall be necessary to take affirmative action.
- 4.8 MATRICULATE. A student admitted by, enrolled in and attending Eastern Michigan University.
- 4.9 INACTIVE. The denial of specific privileges that are given to an active member.
- 4.24 RESIGNATION. The permanent and voluntary removal of a member's rights and privileges in the Campus Community Emergency Response Team at Eastern Michigan University.
- 4.11 EXPULSION The permanent and forced removal of a member's rights and privileges in the Campus Community Emergency Response Team at Eastern Michigan University.

## **ARTICLE TWO - RIGHTS AND OBLIGATIONS**

### **Section 1 - RIGHTS**

The fundamental rights that belong to every member of the Campus Community Emergency Team at Eastern Michigan University shall be:

1.1 ATTENDANCE. Any member in Good Standing may attend activities held by the Campus Community Emergency Response Team at Eastern Michigan University and this right shall not be abridged.

1.2 PROTEST. Any member may protest against any act or resolution of the general assembly, and his/her protest and reason for it shall be considered without alteration or delay.

1.3 EXPULSION. No member shall be expelled from the Campus Community Emergency Response Team at Eastern Michigan University unless pursuant to the JUDICIAL STANDARDS as set forth in The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

### **Section 2 - OBLIGATIONS**

The obligations and responsibilities of the Campus Community Emergency Response Team at Eastern Michigan University are assumed as long as the member is active within the organization.

2.1 IGNORANCE. Ignorance shall not be an excuse for the violation of The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

2.4 RESPONSIBILITY. Any member shall immediately report to the President or Advisor a violation of the Constitution of the Campus Community Emergency Response Team at Eastern Michigan University that comes to his/her attention.

### **Section 3 - BYLAWS, RULES AND ORDERS**

No bylaws, rules or orders shall be enacted in violation of the Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

## **ARTICLE THREE – MEMBERSHIP**

### **Section 1 - MEMBERSHIP QUALIFICATIONS AND RESTRICTIONS**

2.1 EXCLUSIONS. No person shall be denied membership on the basis of race, nationality, gender, sexual orientation, or economic class.

2.2 OBLIGATIONS. A Candidate must have subscribed his name to the formal obligations of the Campus Community Emergency Response Team at Eastern Michigan University.

5.3 CANDIDACY. A Candidate must have completed, to the satisfaction of the members, a candidate application form, which has been adopted by the Campus Community Emergency Response Team at Eastern Michigan University to emphasize the ideals, objectives and traditions of the Campus Community Emergency Response Team at Eastern Michigan University.

5.4 SCHOLARSHIP. A Candidate must have satisfied all scholarship requirements for membership and be in good academic and judicial standing at Eastern Michigan University.

5.5 TRAINING. A Candidate must complete the pre-requisite training.

5.6 BACKGROUND. A Candidate may be asked to have a background check administered in order to ensure proper Team security.

### **Section 3 - ELECTION OF MEMBERS**

3.1 ELECTION. The Campus Community Emergency Response Team at Eastern Michigan University must elect all prospective members.

3.2 VOTING BY THE ORGANIZATION. The membership of a candidate must be approved by the general assembly by no less than a two-thirds majority vote. A candidate may be proposed as often as any member considers desirable.

3.3 QUORUM FOR MEMBERSHIP ELECTIONS. When at least three-fourths of the members are present, they may vote on the election of a new member. All present members should vote on the election of a new member.

3.6 BALLOTS FOR ELECTION. The election of a Candidate shall be by secret ballot of the members, unless by a four-fifths Majority Vote of such members an oral vote for the election of a potential member is requested. Voting by proxy for a membership election is not permitted.

### **Section 4 - BECOMING A MEMBER**

When an individual has accepted the invitation of the Campus Community Emergency Response Team at Eastern Michigan University, the prospective member shall then be officially considered a member of the Campus Community Emergency Response Team at Eastern Michigan University, with all the rights and duties thereof.

### **Section 5 - DUES AND FEES**

No dues shall be collected by Campus Community Emergency Response Team at Eastern Michigan University. However, on a case by case basis fees may be charged for additional training, lost equipment and any other situations the Advisor deems a fee is required.

## **ARTICLE FOUR- OFFICER DUTIES AND DEFINITIONS**

### **Section 1 - MEMBERS**

A member of the Campus Community Emergency Response Team at Eastern Michigan University shall be a Matriculate of Eastern Michigan University. A member's qualifications, election, initiation and conditions of membership shall be those prescribed in The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

### **Section 2 - POWERS AND DUTIES OF THE Campus Community Emergency Response Team at Eastern Michigan University**

#### **2.1 INTERNAL DISCIPLINARY PROCEDURES.**

A. The Rules provide for internal disciplinary procedures. The members must use the **JUDICIAL STANDARDS** for all disciplinary determinations. Additionally, the **JUDICIAL STANDARDS** shall always be used in instances identified with The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University requiring the consideration of Expulsion as a Penalty.

1. **DISCIPLINARY GROUP.** The Procedures shall establish a disciplinary group consisting of at least four members in Good Standing.

2. **DUE PROCESS.** The Procedures shall provide for due process, including, but not limited to:

a. The Accused member, the Accusing member and the members of the disciplinary group shall receive at least 72 hours notice of a hearing.

b. The Rules of Evidence contained in Section 3.3 of Chapter Two of the **JUDICIAL STANDARDS** shall apply to all proceedings.

c. A Majority Vote of all members of the disciplinary group is necessary to find a member guilty.

3. **SANCTIONS.** The Procedures shall impose no sanction for a period of more than 120 days and any monetary penalties and/or reparations imposed shall be reasonable.

4. **APPEALS.** Decisions made using The Procedures may be appealed to the Chapter:

a. Upon a Majority Vote of the members, the Campus Community Emergency Response Team at Eastern Michigan University may decide to hear an appeal.

b. A two-thirds Majority Vote shall be necessary to overturn any decision of the disciplinary group.

2.2 **REPORTS.** When requested, a Chapter shall make reports of its condition to the Staff Advisor or anyone working for Student Organizations in the Campus Life Office.

2.3 **EXPELLED MEMBERS.** Upon a unanimous vote of its members, the Campus Community Emergency Response Team at Eastern Michigan University may reinstate a member expelled by the members.

2.4 DUES. For general and membership purposes, a Chapter may levy and collect fees, taxes and duties.

2.5 PRINCIPLES. A Chapter shall advance, foster and extend in every legitimate and honorable manner, the principles and policies of the Campus Community Emergency Response Team at Eastern Michigan University.

### **Section 3 - CONVOCATIONS**

ORDER OF BUSINESS. The Order of Business for the Convocation of the Campus Community Emergency Response Team at Eastern Michigan University shall be:

1. Roll Call
2. Reading of Minutes of Last Meeting
3. Proposition for Membership
4. Election of Members and Officers
5. Unfinished Business
6. Reports of Committees and Officers
7. New Business
8. Adjournment

### **Section 4 - OFFICERS AND DUTIES**

5.1 The officers of the Campus Community Emergency Response Team at Eastern Michigan University, ranking in the order named, shall be

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Recruitment Chair
- F. Liaison Chair

#### **5.2 PRESIDENT**

The President shall have the following powers and duties:

- A. To issue and enforce a summons commanding any member of the Campus Community Emergency Response Team at Eastern Michigan University to attend convocation.
- B. To preside at all convocations.
- C. To preserve order and inflict fines for disorderly conduct.
- D. To decide all points of law and order.
- E. To appoint all committees.
- F. To countersign all orders on the Campus Community Emergency Response Team at Eastern Michigan University's treasury.
- G. To report to the members any failure by the officers to properly perform their duties with recommendations for removal from office or such other action as may be considered proper.
- H. To relinquish above powers during emergency activation to the Advisor upon his or her request.

#### **5.3 VICE-PRESIDENT**

The Vice-President shall have the following powers and duties:

- A. To coordinate participation in all standards programs for the Campus Community Emergency Response Team at Eastern Michigan University.

- B. To assist the President and in the President's temporary absence perform the President's duties.
- C. To relinquish above powers during emergency activation to the Advisor upon his or her request.

#### 5.4 TREASURER

The Treasurer shall have the following powers and duties:

- A. To promptly collect all dues, fees, taxes, fines and other monies owed to the Campus Community Emergency Response Team at Eastern Michigan University in coordination with the Department of Public Safety.
- B. To pay out the organization's monies only upon order of the President and Department of Public Safety Staff with consent of the Campus Community Emergency Response Team at Eastern Michigan University.
- C. He or she shall be personally responsible to the Campus Community Emergency Response Team at Eastern Michigan University for all sums not remitted.
- D. To properly maintain the accounts of the organization pursuant to the books of uniform accounting.
- E. To relinquish above powers during emergency activation to the Advisor upon his or her request.

#### 5.5 Secretary

The Secretary shall have the following powers and duties:

- A. To maintain a written record of all proceedings of the Chapter and, when requested, to send a copy of such record to the Staff Advisor or the Campus Life Office.
- B. To make any other reports requested by the Staff Advisor of the Campus Life Office.
- E. To send, on proper forms to the Campus Life Office, Reports of membership, affiliations, deaths, Expulsions and election of officers within three days after the occurrence of such events.
- F. To sign all orders upon the treasury.
- G. To relinquish above powers during emergency activation to the Advisor upon his or her request.

#### 5.6 RECRUITMENT CHAIR

The Recruitment Chair shall direct and coordinate the Chapter's recruitment activities in coordination with the Department of Public Safety.

#### 5.7 LIAISON CHAIR

The Liaison Chair shall coordinate communications between the Campus Community Emergency Response Team at Eastern Michigan University, the Department of Public Safety and local emergency response jurisdictions.

### **Section 5 - ELIGIBILITY AND TERM OF OFFICE**

6.1 ELIGIBILITY FOR OFFICE. Any member of the Campus Community Emergency Response Team at Eastern Michigan University in good academic, judicial, and organizational standing is eligible to run for office.

6.2 ELECTION AND TERM OF OFFICE. The manner of election and term of office of officers shall be as prescribed by The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University. An Officer shall hold office until his successor is elected and installed.

6.3 TIME OF ELECTION. A Chapter shall elect/re-elect ALL its officers at least annually before the close of the academic year.

6.5 VACANCIES. When there is a vacancy in an office, the organization, by a Majority Vote, shall choose a successor to fill the vacancy for the unexpired term of office.

6.6 INSTALLATION. Promptly after his or her election or appointment, the Officer shall be installed. The President, the past President, or if neither is present, an acting President chosen for the purpose, shall install the President-elect. The new President shall install the other officers.

## **Section 8 - FINANCIAL RESPONSIBILITY**

**FINANCIAL RESPONSIBILITY.** A member shall be liable for payment of all fees, dues, taxes and other payments levied against him or her by The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University and owed to the Campus Community Emergency Response Team at Eastern Michigan University.

7.1 EXEMPTION BY THE ORGANIZATION. The Organization may exempt a member from payment of Financial Obligations by a four-fifths majority vote when it is not in regards to a violation of the Rules and Policies.

A. PETITION. When petitioned by a member, and if the requirements prescribed in Paragraph B of this Section have been met, the Campus Community Emergency Response Team at Eastern Michigan University may grant to a petitioning member a one (1) year exemption or deferment from future Financial Obligations to the Campus Community Emergency Response Team at Eastern Michigan University. Only when there has been an affirmative four-fifths vote of the Campus Community Emergency Response Team at Eastern Michigan University may the member be relieved of these obligations.

B. REQUIREMENTS FOR EXEMPTION. The Campus Community Emergency Response Team of Eastern Michigan University may grant an exemption or deferment to a member only to relieve financial hardship or prevent injustice. The Campus Community Emergency Response Team at Eastern Michigan University may grant this status only to a member, who, when the petition is presented, is in Good Standing in the organization and whose debts and obligations to the Campus Community Emergency Response Team at Eastern Michigan University are current. A member shall not request, the Campus Community Emergency Response Team at Eastern Michigan University grant an exemption or deferment as an alternative to Expulsion or Suspension for an offense against the organization so punishable under The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University.

D. REVOCATION. The Chapter, by an affirmative three-fourths Majority Vote, may revoke any exemption or deferment granted.



## **ARTICLE FIVE - ADVISORS**

### **Section 1 - PURPOSE**

The Advisors of the Campus Community Emergency Response Team at Eastern Michigan University are meant to provide assistance and guidance for the purpose of supporting the work of the Campus Community Emergency Response Team at Eastern Michigan University.

### **Section 2 - COMPOSITION AND TERM OF OFFICE**

2.1 QUALIFICATIONS. The Advisors of the Campus Community Emergency Response Team at Eastern Michigan University shall be of mature years and with suitable experience in emergency response activities.

2.2 APPOINTMENT. After the installation of the Staff Advisor, the organization may appoint up to three Advisors.

2.3 TERM OF OFFICE. An Advisor's appointment, except in the case of the Staff Advisor which can only be terminated by the will of the staff member or the dissolution of the organization, shall automatically conclude upon the expiration of the appointing officer's term. An officer may appoint Advisors who have previously served in that capacity.

## **ARTICLE SIX - AMENDMENTS**

The Constitution of the Campus Community Emergency Response Team at Eastern Michigan University may be amended, altered or repealed by a two-thirds vote of the accredited votes to the General Membership.