



Colonial Heights Community Emergency Response Team





Article I – NAME

The name of this organization is “Colonial Heights Community Emergency Response Team.”

Article II - ADDRESS

Colonial Heights CERT
100 B Highland Ave.
Colonial Heights, VA 23834

Article III – MISSION STATEMENT

The Colonial Heights Community Emergency Response Team is a nonprofit, volunteer emergency organization that provides assistance to Colonial Heights and Chesterfield County fire and emergency management services in case of natural disasters, terrorism, crime, public health issues, and other medical emergencies – and to help our communities be safer. Team members promote, educate and provide skills which enable citizens to protect themselves, their families, homes and businesses.

Article IV – PURPOSE

The purpose of this Community Emergency Response Team (CERT) is to provide and support the community with the skills they need to respond to their immediate needs in the aftermath of a disaster or other occurrences when emergency services are not immediately available.

- The purpose of this organization is to organize and maintain the skill levels of CERT graduates. This is done by attending and supporting ongoing emergency response training and participating in CERT activities.
- To achieve a high level of preparedness, and to provide volunteer support to the Colonial Heights Fire, EMS and Emergency management teams when a major disaster strikes, or when activated.
- Working together with Colonial Heights Fire, EMS and Emergency Management teams, CERT’s can assist in saving lives and protecting property.

Article V– VISION STATEMENT

The Colonial Heights Community Emergency Response Team is a key part of a state and national effort to have a response team that is able to respond to situations in their communities when needed.

Article VI – MEMBERSHIP

- Members of the association must be graduates of Colonial Heights or Chesterfield County CERT Training Programs.
- Members must reside or work in the City of Colonial Heights or Chesterfield County.
- All members must be in good standing in either locality and may be subject to criminal background checks.
- All membership is at the discretion of the Colonial Heights Fire Chief.
- Members must be at least 18 years of age or older. Special consideration will be given to any interested 16-18 year old student. In this case, parental consent will be mandated.
- Membership can be made through the fire department application or information found on the Colonial Heights website.
- Membership is equal opportunity and subject to the above guidelines. Reasonable accommodations will be made, if possible.
- All members must complete the CERT training class given by either Colonial Heights or Chesterfield County.
- Members are required to attend at least two training/meeting sessions per year, provided by (or in conjunction with) Colonial Heights Fire, EMS and Emergency Management.
- Members are encouraged to maintain current American Red Cross/American Heart Association First Aid, CPR and any other applicable certificates.
- All members agree to be guided by the by-laws, procedures, and regulations that apply to the professional code of ethics.
- Members should not use their CERT membership for personal gain or any other conflict of interest.
- Members will be registered with Colonial Heights Fire and Emergency Management.

Article VII – MEMBERSHIP RESPONSIBILITIES

- Promote and strengthen the Citizens programs at the community level, such as volunteer in Fire/Police Service Programs, CERT teams and Neighborhood Watch groups.
- Provide opportunities for special skills and interests.
- Develop targeted outreach for the community, including special needs groups.
- Provide opportunities of training in first aid and emergency preparedness.
- Organize and participate in special projects and community events.
- Encourage cooperation and collaboration among community leaders.
- Capture smart practices and report accomplishments.
- Create opportunities for others to participate.
- Participate in future CERT classes.

Article VIII – MEMBERSHIP MEETINGS

General meetings of the Colonial Heights CERT team will be conducted on a quarterly basis, or as called by the Presidents or Board of Directors (BOD), with a two-week notice.

- The purpose of each meeting may include:
 - Inform members
 - Disperse information
 - Gain feedback on community issues
 - Assist with future CERT training classes
 - Participate in a training exercise
 - Attend a training class to improve current CERT skills
- Members will be notified of meetings/training sessions via email or telephone.
- The elected president or vice-president must be present at all meetings.
- All meetings will follow professional meeting rules. (They will be provided during initial CERT training)

Article IX – VOTING

- Voting members must be at least 18 years old.
- A quorum is considered fifty percent (50%) of the voting membership.
- For a motion to be successful, it must be agreed upon by a simple majority of the quorum.

Article X – OFFICERS

- Board of Directors shall consist of a President, Vice President, Secretary and Treasurer.
- Each will be elected by a simple majority vote of all members present every two years.
- All officers must be at least 18 years of age.

Article XI – SALARIES

CERT members shall receive NO salary or compensation for his or her position.

Article XII – DUES

No dues required.

Article XIII – COMMITTEES

- The President may appoint committees, projects, and special events.
- Members shall chair all committees and projects.
- All committee chairs shall be members of the organization.

Article XIV– AMENDMENTS TO THE BY-LAWS

- CERT members may propose amendments to the by-laws.
- A Board Member, with a motion to adopt, presents the proposed amendment to the by-laws to the Board.
- The proposed amendment to the by-laws is copied to all members, within ten days of the next scheduled meeting.
- A vote on a motion to amend the by-laws takes place at the next scheduled meeting.
- A majority vote of the members present, at the next Scheduled Board Meeting, is required to pass the amendment.
- By-Laws will be reviewed annually.
- Any member may propose amendments to the by-laws by a motion.

Article XV– FINANCES

- All funds accrued by Colonial Heights CERT shall be used for and to the advantage of the Colonial Heights CERT, the good of the community, and in support of the purposes of the Colonial Heights CERT.
- The treasurer shall be responsible for the collection and disbursement of funds, at the direction of the Board of Directors.
- All disbursements in excess of \$250.00 shall require a simple majority membership and two signatures (president and treasurer).

Article XVI – ELECTRONIC & PRINTED MEDIA

- The Board of Directors (BOD) must approve the substance and content of all electronic and printed media that is associated with or related to Colonial Heights CERT.
- The exception is personal e-mail, or correspondence between the members.

Article XVII – RECORDS & REPORTS

- The Secretary shall maintain all records and reports of the Colonial Heights CERT.
- Minutes, committee reports and other documents are maintained by CERT members.
- Records and reports shall be kept loose bound, in chronological order.
- All records and reports will be available for viewing with appropriate notice to the Secretary.
- All documents are considered in draft form until accepted by the membership.

Article XVIII – DISSOLUTION OF COLONIAL HEIGHTS CERT

- In the event that Colonial Heights CERT no longer has a team, all money and records will be turned over to the Colonial Heights Volunteer Fire Department.