

# Wood County Emergency Communications

*Serving Wood County West Virginia and surrounding areas*



## Bylaws of Wood County Emergency Communications, Inc.

As Revised and Unanimously Accepted July 5, 2011

### **Section 1 AUTHORITY**

These Bylaws are adopted pursuant to the provisions of the Constitution of Wood County Emergency Communications, Inc.

### **Section 2 NAME**

The Name of this organization shall be "Wood County Emergency Communications, Inc." and may be abbreviated in all official documentation as "WCEC."

### **Section 3 BODY OF ORGANIZATION**

The Body of this organization shall consist of the following:

#### A. Officers

1. Director
2. Assistant Director
3. Secretary/Treasurer

#### B. General Membership

1. Communications Technicians
2. Data Processing Technicians

#### C. Auxiliary Membership

#### D. Trustees (minimum of 3)

#### E. Board of Directors (minimum of 3)

### **Section 4 MEMBERSHIP**

#### **A. General Membership**

General Members shall have the following responsibilities and privileges:

1. Shall be at least eighteen (18) years old or submit a Parental Consent Form along with the required Application for Membership.
2. Shall submit an Application for Membership when applying for membership.
3. Shall complete an Authorization Release Form when applying for membership.
4. Shall be expected to serve actively in a staff position or supporting role.
5. Shall be expected to advance in knowledge and training in their primary field, and to develop secondary skills.
6. Shall be expected to pay dues (when assessed).
7. Shall have voting privileges.
8. Shall participate in all WCEC nets and drills, and attend all business meetings, fund-raising activities, and work details except when hindered by extenuating circumstances (work, health, vacation, equipment failure, schedule conflicts, etc.).

9. Any General Member who is absent from four consecutive regularly-scheduled monthly business meetings, fund-raising activities, and/or work details for reasons other than extenuating circumstances (as defined immediately above) may, at the sole discretion of the Director, be reclassified without notice as an Auxiliary Member.

### **B. Auxiliary Membership**

Auxiliary Members shall have the following responsibilities and privileges:

1. Shall have the same general qualifications and responsibilities as General Members, except they are not required to hold a valid Amateur Radio License.
2. May assist the organization as requested in supporting roles.
3. Are not required (but are invited) to attend regular meetings, but are strongly encouraged to participate in fund-raising activities and work details as often as possible.
4. Have voice but no vote at WCEC meetings.

### **C. Confirmation**

1. All members shall be affirmed by the issuance of an Identification Card and Unit Number.
2. Identification Cards will have a printed expiration date of December 31 of the year of issue.
3. Members shall submit an updated Medical Information Sheet and Membership Application/Data Sheet annually before being issued their new Identification Card.

### **D. Processing of Applications**

Applications shall be reviewed by the Trustees (sitting as the Membership Committee) and presented to the General Membership for vote after the probation

period. The General Membership shall either affirm or deny the application by the second business meeting following the end of the probation period.

### **E. Probation Period**

A probation period of not more than six months shall apply from the time the completed Membership Application and Data Sheet is submitted until the time of presentation to the General Membership to allow observation of prospective member and his/her commitment to WCEC. The probation period may be shortened or waived by mutual consent of a majority of all Officers and Trustees.

### **F. Dismissal of Membership**

A Member shall be dismissed from the organization if he/she is convicted of a Felony by any court of law. A Member may also be dismissed when determined by a two-thirds majority (6 out of 9 votes) of a Disciplinary Committee to be in violation of the WCEC Constitution and/or Bylaws or engaged in conduct which would bring any harm or discredit to the reputation of WCEC. The Disciplinary Committee shall consist of the Director, Assistant Director, Secretary/Treasurer, three Trustees, and three General Members to be selected by the accused Member. The Member to be considered for dismissal has the right to be present and offer a defense at such Disciplinary Committee hearing. Notice of the time and place of such hearing shall be delivered, in writing, to the accused Member's address of record not less than fourteen days in advance of that hearing.

### **G. Change of Membership Status**

A Member's status may be changed by general consent of all three Officers from General Member to Auxiliary Member at that Member's request or when the Member's activity drops substantially.

Additionally, as specified in Section 4A9,

any General Member who is absent from four consecutive regularly-scheduled monthly business meetings, fund-raising activities, and/or work details for reasons other than extenuating circumstances may, at the sole discretion of the Director, be reclassified as an Auxiliary Member.

## **H. Appeals**

Appeals shall be as specified in Section 13.

## **Section 5 RESPONSIBILITIES**

### **A. Director**

The Director shall lead and manage WCEC in accordance with the WCEC Constitution and the Bylaws set forth herein; shall appoint and remove non-elected personnel as deemed necessary; shall preside over all meetings of WCEC membership; and shall serve as official spokesperson for WCEC. The Director shall be an *ex-officio* member of all committees, but is not required to attend all committee meetings.

### **B. Assistant Director**

The Assistant Director shall assist the Director in all his/her duties, and shall fulfill the duties of the Director in his/her absence; shall perform other duties as assigned by the Director; and shall serve as a coordinator between staff members. The Assistant Director shall be an *ex-officio* member of all committees, but is not required to attend all committee meetings.

### **C. Secretary/Treasurer**

The Secretary/Treasurer shall maintain minutes of all business meetings and record all incoming and outgoing correspondence; shall maintain accurate records of WCEC funds and make payments in accordance with the Bylaws and adopted procedures; and shall provide reports of minutes and finances from the

previous meeting to be approved by membership vote at each business meeting.

## **D. General Membership**

The General Membership shall include the following classes<sup>1</sup> of General Members.

### **1. Communications Technician**

A Communications Technician shall be a licensed Radio Amateur with the knowledge and ability to operate communications systems in support of emergencies and support operations within the goals and purpose of this organization. All Communications Technicians are encouraged to cross-train as Data Processing Technicians. Communications Technicians of all grades who fall below the required Attendance/Participation standards shall be reclassified as *Communications Auxiliary*, but may be reinstated to their former classification upon resumption of attendance and participation. All Communications Technicians are automatically enrolled in the Amateur Radio Emergency Service (ARES).

#### **a. Communications Technician 4 Requirements**

- Amateur Radio Technician Class License (or higher)
- Attendance of at least 50% of the WCEC Monthly Business Meetings in the previous 12 months
- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

New members just completing their Probation Period must have attended 4 of the previous 6 Monthly Business Meetings and participated in at least half of the events/service activities held during the previous 6 months.

### **b. Communications Technician 3 Requirements**

- Amateur Radio Technician Class License (or higher)
- Current<sup>2</sup> Standard First Aid Card (or higher)
- Current CPR Card
- Completion of ICS-100: Introduction to the Incident Command System *or*  
Completion of a Community Emergency Response Team (CERT) Training Course
- Completion of IS-700: National Incident Management System, an Introduction
- Attendance or at least 50% of the WCEC Monthly Business Meetings in the previous 12 months
- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

### **c. Communications Technician 2 Requirements**

The qualifications of Communications Technician 3 plus the following:

- Completion of ICS-200: Incident Command System for Single Resources
- Completion of IS-800: National Response Framework, An Introduction
- Completion of a CERT Training Course
- Attendance of at least 50% of the WCEC Monthly Business Meetings in the previous 12 months
- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

### **d. Communications Technician 1 Requirements**

The qualifications of Communications Technician 2 plus the following:

- Amateur Radio General License or higher
- Completion of Training in National Traffic System / ARRL Radiogram Handling
- IS-704: NIMS Communications and Information Management *or*  
IS-802: Emergency Support Functions Communications
- Attendance of at least 50% of the WCEC Monthly Business Meetings in the previous 12 months
- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

A Communications Technician 1 with an Extra Class License shall be designated as a Communications Technician 1X.

### **2. Data Processing Technician**

A Data Processing Technician shall be an active member with the same qualifications as a Communications Technician 3 (or higher), plus have the knowledge and ability to set up, configure, and/or operate data processing equipment to support the organization.

#### **a. Data Processing Technician 3 Requirements**

The qualifications of Communications Technician 3 plus the following:

- Demonstrated ability to perform essential data entry functions and a working knowledge (the ability to create documents and spreadsheets and produce usable reports and documents) of:

- Microsoft Word or Open Office Writer
- Microsoft Excel or Open Office Calc
- Attendance of at least 50% of the WCEC Monthly Business Meetings in the previous 12 months
- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

**b. Data Processing Technician 2 Requirements**

The qualifications of Data Processing Technician 3, plus the qualifications of Communications Technician 2, plus the following:

- Demonstrated ability to set up, configure, install software, and operate basic computer systems
- Demonstrated ability to perform basic troubleshooting and modular/component removal and replacement of PC components (RAM, hard drives, CD/DVD drives, circuit cards, etc.)
- Attendance of at least 50% of the WCEC Monthly Business Meetings in the previous 12 months
- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

**c. Data Processing Technician 1**

The qualifications of Data Processing Technician 2 plus the following:

- Demonstrated ability to set up, configure, and maintain basic Microsoft Windows networks
- Sufficient knowledge of HTML and web design to be able to maintain WCEC inter-/intranet webs
- Attendance of at least 50% of the WCEC Monthly Business Meetings

in the previous 12 months

- Participation in at least 30% of the WCEC events/service activities in the previous 12 months

**E. Auxiliary Membership**

Auxiliary Members are not required to hold an Amateur Radio License, but will be encouraged to study and acquire at least a Technician Class license. They shall be active in supporting the organization in fund-raising activities and other work details. In accordance with FCC regulations, Auxiliary Members may operate radio equipment as necessary at WCEC events [except RACES] under the direct supervision of a licensed Amateur (control operator).

**F. Trustee**

The Director shall appoint a minimum of three Trustees each year. Trustees shall oversee the finances and operational functions of WCEC, shall be vigilant to ensure that WCEC is operating within its goals and purposes, and shall serve as the Membership Committee. Trustees may call a special meeting of fellow Trustees to bring before the General Membership matters of organizational violation or situations involving members who are in violation of the law or of the Constitution and/or Bylaws of WCEC.

**G. Board of Directors**

A minimum of three Members of the Board of Directors shall be appointed to indefinite terms, with reaffirmation every two years, until they resign the position, or until removed by a two-thirds majority vote of the General Members present at a regular business meeting at which a quorum is present. Their duties include monitoring WCEC to ensure proper operation according to WCEC Constitution, Bylaws, and Procedures. Board Members shall not have voting privileges or authori-

ty over WCEC, but may make observations and suggestions as needed. Board Members may attend regular monthly meetings of WCEC and are free to hold their own meetings at their discretion.

## **Section 6 NIMS TRAINING AND COMPLIANCE**

The Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS) require that all public and private agencies with emergency management response, support, and volunteer personnel who wish to be classified as FEMA “stakeholders” are required to ensure that their members have received appropriate training in the National Incident Management System and Incident Command System (NIMS/ICS). Specifically, they require that “stakeholders will define the emergency management/response personnel within their jurisdiction, agency, or organization who require ongoing training” (see Appendix A). Accordingly, WCEC has established the following NIMS/ICS training requirements for its members as set forth in Section 5, and considers that the CERT training course contains sufficient content equivalent to ICS-100 for entry-level personnel.

### **A. Communications Technician 3**

- ICS-100: Introduction to the Incident Command System *or*  
Completion of a Community Emergency Response Team (CERT) Training Course
- IS-700: National Incident Management System, an Introduction

### **B. Communications Technician 2**

- ICS-100: Introduction to the Incident Command System
- ICS-200: Incident Command System for Single Resources

- IS-700: National Incident Management System, an Introduction
- IS-800: National Response Framework, An Introduction

### **C. Communications Technician 1**

- ICS-100: Introduction to the Incident Command System
- ICS-200: Incident Command System for Single Resources
- IS-700: National Incident Management System, an Introduction
- IS-800: National Response Framework, An Introduction
- IS-704: NIMS Communications and Information Management *or*  
IS-802: Emergency Support Functions Communications

### **D. Data Processing Technician 3**

- ICS-100: Introduction to the Incident Command System *or*  
Completion of a Community Emergency Response Team (CERT) Training Course
- IS-700: National Incident Management System, an Introduction

### **E. Data Processing Technician 2 and Data Processing Technician 1**

- ICS-100: Introduction to the Incident Command System
- ICS-200: Incident Command System for Single Resources
- IS-700: National Incident Management System, an Introduction
- IS-800: National Response Framework, An Introduction

## **Section 7 DUES**

WCEC shall have the right to assess and collect dues. The amount and procedures

will be presented to, and voted upon by, the General Membership prior to implementation.

### **Section 8 MEETINGS**

- A. The Director may call a meeting of the General Membership or of a select number of members for such times and places and/or for such purposes as he/she may determine.
- B. WCEC will hold a business meeting on the first Tuesday of each month, not withstanding schedule conflicts. Training and operational meetings may be held on other days of the month as desired.
- C. All meeting times and locations will be coordinated with the General Membership.
- D. A quorum shall consist of any two (2) Officers and ten (10) General Members.

### **Section 9 MINUTES**

Minutes shall be kept of all business meetings. Copies shall be filed in the organization's master records.

### **Section 10 FINANCE**

- A. A financial record will be kept of all income and expenditures.
- B. All payments of one hundred dollars (\$100.00) or more shall be made by check or credit card.
- C. Payments of four hundred dollars (\$400.00) or more must be approved by the General Membership, except that in emergency or time-sensitive circumstances purchases may be made with approval of at least two (2) Trustees.

- D. The Trustees shall conduct, or cause to be conducted, an annual audit within one month following the end of each fiscal year and when there is a change in Secretary/Treasurer.

### **Section 11 TERMS OF OFFICE**

- A. Officers may serve consecutive terms until no longer interested in serving and as long as all other requirements for the position are met.
- B. Election of Officers shall be by popular vote of the Members, providing a quorum is present.
- C. Term of office for all Officers shall coincide with the organization's fiscal year.

### **Section 12 APPOINTMENT OF COMMITTEES**

The Director or most senior Officer present at any business meeting may appoint committees as deemed necessary to fulfill the goals and purposes of the organization.

### **Section 13 RIGHT OF APPEAL**

- A. Anyone whose membership is denied, terminated, or suspended, or who has had his/her status changed from General Member to Auxiliary Member, or who has been removed from office shall have the right to *one* appeal to be submitted, in writing, to the Director or most senior Officer present at any regular monthly meeting.
- B. The appellant shall be notified in writing of the date, time, and place of the appeal review meeting. Such notification shall be delivered to the appellant's mailing address of record within ten (10) days of submission of the request for appeal.

C. Such appeal shall be reviewed by all Officers and Trustees, and the appellant shall be notified of their decision within thirty days from the date the appeal is filed.

#### **Section 14 USES OF INSIGNIA**

- A. WCEC insignia will be worn on all operational exercises for identification purposes. This will be in the form of an approved ID card, T-shirt, vest, or jacket.
- B. Access to emergency sites will be only by request from authorized officials. Members are never to self-deploy to an emergency site as representatives of WCEC. This restriction *does not ever* prohibit Members from taking appropriate action as a concerned citizen, pending the arrival of first responders, in any emergency situation for which they have received appropriate training, or for identifying themselves to such first responders as WCEC Members.
- C. Membership in this organization alone is *not* authorization to enter any emergency situation.
- D. The use of WCEC identification cards or insignia for personal gain will be grounds for dismissal.

#### **Section 15 WCEC PROPERTY AND EQUIPMENT**

Any WCEC equipment or property that has been issued to the Member, including identification cards, vests, T-shirts, jackets, communications equipment, etc. must

be promptly returned to any WCEC Officer upon termination of membership.

#### **Section 16 CONDOLENCE POLICY**

Upon receiving notification of the death or serious illness of a family member of any WCEC Member, the Officers and/or Trustees shall be authorized to issue on behalf of the organization any form of condolence deemed appropriate by the Officers and/or Trustees. For the purpose of this Section, a “family member” is defined as any member of the WCEC Member’s family including, but not limited to, the individual’s immediate family, immediate household, or other relative or non-relative as may be deemed appropriate by the Officers and Trustees. Such action shall be coordinated by the Director, or in his/her absence or inability to perform such activity, the Assistant Director.

#### **Section 17 PARLIMENTARY PROCEDURE**

The current edition of *Roberts Rules of Order* shall serve as a guideline for this organization as long as those rules do not conflict with the Bylaws or other specially-established rules of order.

#### **Section 18 AMENDMENTS**

Amendments to the Bylaws may be adopted by a two-thirds majority of the General Membership in attendance following a second reading of the proposed amendment(s) at a regular business meeting, provided there is a Quorum present for the vote.

## APPENDIX A<sup>3</sup>

### Who has to take NIMS and ICS training?

Stakeholders will define the emergency management/response personnel within their jurisdiction, agency, or organization who require ongoing training. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel, as follows:

#### Entry Level:

- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS or equivalent<sup>4</sup>

#### First Line, Single Resource, Field Supervisors:

- IS-700.A, ICS-100, and ICS-200: Basic ICS or its equivalent

#### Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.:

- IS-700.A, IS-800.B NRF, ICS-100, ICS-200, and ICS-300

#### Command and General Staff; Area, Emergency, and EOC Managers:

- IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300, and ICS-400

### Endnotes

1. The designation of membership “classes” is not intended as any form of restriction upon Members, but is necessary for NIMS/ICS compliance, to serve as a quick indicator of the level of training that the Member has completed, and as an incentive for the Member to continue with additional training and recognition of such training.
2. For the purposes of these Bylaws, the term “current” means either non-expired or expired less than 6 months with a demonstrated intent to renew as soon as practical.
3. This Appendix is provided only for reference to the FEMA/NIMS/ICS training requirements, and is not a part of these Bylaws. Source: <http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm>
4. As indicated in these Bylaws, WCEC considers completion of a CERT training program to be equivalent to the completion of ICS-100.