

**Bylaws of
Wood County emergency Communications Inc.**

Revised and Accepted February 5, 2008

SECTION 1

AUTHORITY

1. These bylaws are adopted pursuant to the Constitution of Wood County Emergency Communications Inc.

SECTION 2

NAME

1. The Name of this corporation shall be "**Wood County Emergency Communications Inc.**".

SECTION 3

BODY OF ORGANIZATION

1. The Body of this corporation shall consist of the following:
 - a. Director
 - b. Assistant Director
 - c. Secretary/Treasurer
 - d. General Membership
 1. Communications Technicians
 2. Data Processing Technicians
 2. Support Membership
 - e. Trustees (minimum of 3 to be appointed annually)
 - f. Board of Directors (minimum of 3)

SECTION 4

RESPONSIBILITY

1. Director:

Will lead the organization in accordance with the constitution and bylaws set forth herein. Appoint and remove personnel as deemed necessary. Will conduct meetings of the organization and serve as official spokesperson for such.

2. Assistant Director:

Will fulfill the duties of the Director in his/her absence and perform duties as assigned by the Director and serve as a coordinator between staff members.

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1. Secretary/Treasurer:

Will maintain minutes of business meetings and record all incoming and outgoing correspondence. Will maintain accurate records of the funds of the corporation and make payments in accordance with the bylaws and adopted procedures of said corporation. Will give reports of minutes and finances from the previous meeting, to be approved by membership vote at each business meeting.

2. General Membership:

a. Communications Technician:

Shall be an active member with the knowledge and ability to operate communications systems in support of emergencies and support operations within the goals and purpose of this organization. Shall have a current Amateur Radio License of at least "Technician" Class. Having a "General" Class F.C.C. License would be a plus. Are encouraged to cross train as Data Processing Technicians and will be classified 'as Communications Technician or Communications Auxiliary depending on their activity.

b. Data Processing Technicians:

Shall be an active member with the same qualifications. as Communications Technicians, plus have the knowledge and ability to set up, program and operate Data equipment to support the organization. Are encouraged to cross train as Communications Technicians.

3. Auxiliary Membership:

Are members not required to hold an Amateur Radio License but will be encouraged to study and acquire said license of at least "Technician" Class. Shall be active in supporting the organization in fund raising activities and other work details.

4. Trustee:

The Director will appoint a minimum of 3 trustees each year. Trustees will oversee the finances and operational functions as well as maintaining a watch to assure the organization is within its goals and purposes and will serve as the membership committee. Trustees may call a special meeting of fellow trustees to bring to the general membership, matters of organizational violation or situations involving members who are in violation of the law or the Constitution and/or Bylaws of this organization.

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7) Board of Directors:

Board members will be appointed to indefinite terms, with reaffirmation every 2 years, until the position is no longer desired or until removal by 2/3 majority vote of the members present at a regular business meeting. Duties will include monitoring WCEC to ensure proper operation according to WCEC bylaws and Rules. Board members will NOT have voting privileges or authority over WCEC, but may make observations and suggestions as needed. Board members may sit in on regular monthly meetings of WCEC and are free to hold their own meetings at their discretion.

SECTION 5 MEMBERSHIP

1. General Membership:

- a. Shall be a minimum of 18 years of age unless a Parental Consent Form accompanies membership application.
- b. Shall complete an "Application for Membership" when applying for membership.
- c. Shall complete an "Authorization Release Form" when applying for membership.
- d. Shall be expected to serve actively in a staff position or supporting role.
- e. Shall be expected to advance knowledge and training in their primary field
- f. and develop secondary skills.
- g. Shall be expected to pay dues.
- h. Shall have voting privileges.
- i. Shall be required to attend business meetings, fund raising activities and work details with certain exceptions. (work, health, vacation etc.)

2. Auxiliary Membership:

- a. Shall have the same general qualifications as an active member.
- b. May assist the organization as requested in supporting roles.
- c. Are NOT required to attend regular meetings.
- d. Have NO voting powers.

3. Confirmation:

- a. All members will be affirmed by the issuance of an Identification Card and Unit Number.
- b. Identification Cards will have a printed expiration date of December 31 of the year of issuance.

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4. **Processing of Applications:**
Applications will be reviewed by the Membership Review Board (Trustees) and presented to the General Membership for vote after the probation period. The General Membership will either affirm or deny the application by the second business meeting after the probationary period.
5. **Probation Period:**
A probation period of six months will exist from the time the completed application form is turned in until the time of presentation to the general membership to allow observation of prospective member.
6. **Dismissal of Membership:**
A member may be dismissed from the organization if he/she is violating rules of the organization or is adjudicated of felonious action against said Person, Property, State or Federal Government.
7. **Change of Membership Status:**
Status may be changed from General Membership to Auxiliary Membership at said Member's request or when Member's activity drops substantially.
8. **Appeals:**
Anyone denied or removed from Membership shall have the right to ONE appeal submitted to the Director or most Senior Corporate Officer within seven days of the date of notification.

SECTION 6 DUES

1. Wood County Emergency Communications Inc. shall have the right to assess and collect dues. The amount and procedures will be presented and voted upon by the General Membership.

SECTION 7 MEETINGS

1. The Director may call a meeting of the General Membership or a select number of members for such times and places or for such purposes as he/she may determine.
2. The organization 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 available).
3. All meeting times and locations will be coordinated with the General Membership.
4. Quorum of membership shall consist of two officers and 10 of the General Membership present. (Communications or Data Processing Technicians.

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SECTION 8 MINUTES

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

SECTION 9 FINANCE

1. A financial record will be kept of all acquired monies.
2. A financial record will be kept of all expenditures.
3. All payments of one hundred dollars (\$100) or more shall be made by check or credit card.
4. Payments of \$400.00 or more must be voted on by the General Membership. In emergency or time sensitive circumstances purchases may be done with approval of at least 2 trustees.
5. Shall be subject to annual audits by the trustees and when there is a change in Secretary/Treasurer.

SECTION 10 TERMS OF OFFICE

1. All Corporate Officers can serve consecutive terms until no longer interested in serving and as long as all other requirements for the position are met.
2. Election of Corporate Officers will be by popular vote by eligible membership, providing a quorum is present.

SECTION 11 APPOINTMENT OF COMMITTEES

1. The Director or most senior Officer may appoint committees as deemed necessary to fulfill the goals and purposes of the organization.

SECTION 12 RIGHT OF APPEAL

1. Anyone whose membership has been denied, terminated, suspended or removed from office shall have the right to ONE appeal.
2. Such members shall be notified within TEN days, in writing, to their residence or address on record.
3. Appeals will be acted upon not later than thirty days from the date of appeal request.

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SECTION 13 USES OF INSIGNIA

1. The organizational insignia will be worn on all operational exercises for identification purposes. This will be in the form of an approved ID card, T-shirt or vest.
2. Access to emergency sites will be by request from authorized officials.
3. Membership in this organization alone is NOT authorization to enter any emergency situation.
4. **The use of WCEC identification cards or insignia for personal gain will be grounds for dismissal.**

SECTION 14 PARLIAMENTARY AUTHORITY

1. The rules contained within the current edition of "Roberts Rules of Order, Newly Revised", shall serve as a guideline for this organization as long as they do Not conflict with the Bylaws or specially established rules of order.

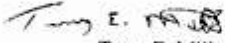
SECTION 15 AMENDMENTS

1. Amendments to the Bylaws may be accepted by 2/3 majority of the General Membership in attendance on a second reading, provided, there is a Quorum at a regular business meeting.

Revised and Accepted
02/05/2008

Signed by


Kenneth L. Harris
Director


Terry E. Mills
Asst. Director