



**GEORGE MASON UNIVERSITY**  
**Community Emergency Response Team**  
**Operating Procedures**

July 25, 2005

# **GEORGE MASON UNIVERSITY**

## **Community Emergency Response Team**

### Operating Procedures

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## **Article I - NAME**

The name of this organization is the “George Mason University Community Emergency Response Team” (GMU-CERT). GMU-CERT is a non-profit, non-political organization.

## **Article II - ADDRESS**

All correspondence and inquiries regarding the GMU-CERT should be made to Jay Callan, University Safety Office, George Mason University, MSN 5E2, 4400 University Dr., Fairfax, VA 22030, 703-993-2473, [jcallan@gmu.edu](mailto:jcallan@gmu.edu).

## **Article III - PURPOSE**

The mission of GMU-CERT, in conjunction with the University Safety Office, is to provide a trained team of faculty, staff, and students who will, if activated, assist the University in responding to and recovering from an emergency event on any GMU campus. GMU-CERT members will also assist with non-emergency projects that provide a safe environment for the University community.

## **Article IV - MEMBERSHIP**

Membership shall consist of individuals who meet the following requirements.

- BOARD Member – An individual, age 18 or older, who is a FULL Member and duly elected to a seat on the GMU-CERT Board of Directors.
- FULL Member – Any individual, age 18 or older, who has made application to, been accepted by the GMU-CERT and meets the following criteria:
  - Be a member of the George Mason University (GMU) faculty, staff, or student body in good standing.
  - Be able to participate in team activities
  - Attend a CERT training course taught by Certified Instructors
  - Be prepared to assume, at least temporarily, the leadership of the group to which assigned pending the arrival of the selected group leader or assistant
  - Maintain current American Red Cross/American Heart Association (or from a nationally recognized organization, such as the EMT program, First Responder or National Ski Patrol or so approved by the Board) First Aid and CPR certificates
  - Members are encouraged to attend at least two GMU training sessions (drills) per year and one CERT refresher per year to maintain CERT certification through Fairfax County.

- ASSOCIATE Member – Any individual, age 18 or older, who has made application to, and been accepted by the GMU-CERT and meets the following criteria:
  - Be a member of the George Mason University faculty, staff, or student body in good standing
  - Be able to participate in team activities
  - Be enrolled in or on the waiting list for an upcoming CERT training course taught by Certified Instructors
  - An associate member does not have rights to equipment issued by GMU and no voting privileges.
- GENERAL Member – Any individual, age 18 or older who is a member of another CERT group and wishes to be available for campus emergencies and/or activities. A general member has no rights in equipment issued by GMU and no voting privileges.

## **Article V - MEETINGS**

### **MEMBERSHIP MEETINGS:**

- General meetings of the GMU-CERT members will be held two times per year (fall and spring), or as directed by the Board of Directors (BOD), with two weeks notice given.
- The purpose of the general meetings is to inform the membership, and gain feedback on community issues.
- Members are notified of meetings via phone, e-mail tree or GMU-CERT website.
- Meeting agenda items shall include, but are not limited to: Call to Order, Approval of Minutes; Old Business (Treasurer's report, Committee reports), New Business, Announcements, Open Forum and Adjournment.

### **BOARD MEETINGS:**

- Board of Directors' meetings will be held monthly or as directed by the Board of Directors and will be open to the membership.
- Meeting agenda items shall include, but are not limited to: Call to Order, Approval of Minutes; Old Business (Treasurer's report, Committee reports), New Business, Announcements, Open forum and Adjournment.

## **Article VI - VOTING**

- Board Members will have full voting rights in GMU-CERT organizational business.
- Full Members will have voting rights in GMU-CERT organizational business and for the officer and Board elections.

- Voting for the Board of Directors Members shall occur at the spring meeting each year.
- Nominations for BOD are solicited one month prior to the spring meeting each year. Nominations for the BOD are taken from the Full Members, with no second required. Nominations are to be accompanied by a synopsis of the candidates' qualifications. Proxy nominations are accepted, if qualified.
- To be eligible to be a Board Member, at the time of nomination, one must be a full member of GMU-CERT.
- The Secretary of the Board compiles the candidates' synopses, which are mailed (or e-mailed) to each active member, two weeks prior to the election.
- Ballots are distributed at the spring meeting, and each member votes for 5 candidates. The GMU-CERT Emergency Plans Officer collects and tallies the ballots and announces the 5 new Board Members.

## **Article VII – EMERGENCY PLANS OFFICER**

- The GMU-CERT Emergency Plans Officer is a position in the Safety Office at GMU. The Officer serves as the liaison between the GMU-CERT, GMU and Fairfax County.
- The Emergency Plans Officer serves as a permanent member of the Board of Directors and is not an elected position.
- The Emergency Plans Officer will be responsible for activating the GMU-CERT in an emergency and for making the final decision regarding any activities or responsibilities of the GMU-CERT team in an emergency situation.
- The Emergency Plans Officer is responsible for the final decision of the finances of GMU-CERT.

## **Article VIII - BOARD OF DIRECTORS**

- There shall be no more than five (5) elected members of the Board.
- The term of office is one year. Directors may be re-elected, without term limit.
- Directors shall maintain current American Red Cross/American Heart Association (or emergency care training from a nationally recognized program, such as: EMT, First Responder or National Ski Patrol and OOEC) First Aid and CPR certificates.
- Directors are responsible for the maintenance and well being of the GMU-CERT.
- The Board of Directors shall be responsible to determine when equipment should be distributed to new members.
- The Board of Directors meets once a month, or as voted by the BOD, but no less than four (4) meetings a year.
- A vacancy of the Board of Directors, including Officers, may be replaced between elections, with a nomination by a Board Member, and a majority vote of the board, at the next scheduled Board of Directors' Meeting. All candidates must comply with the eligibility requirements, as stated in Article VI.

- Board Members (and Officers) may be removed by the Board of Directors, between elections, with a motion by a Board Member to remove, and a 2/3 vote of the total membership of the Board, at the next scheduled Board Meeting.

## **Article IX - OFFICERS**

- The officers of the GMU-CERT shall consist of a Team Leader, Deputy Team Leader, Public Information Officer, Administrative Officer, and Medical Operations Officer, and shall make up the Executive Board of the Board of Directors.
- The GMU-CERT Leader serves as chairperson of the GMU-CERT meetings.
- The Deputy Team Leader shall serve in the absence of the Team Leader.
- The Emergency Plans Officer from the Safety Office serves as the liaison between the GMU-CERT, GMU and Fairfax County. He has the final say in the team's activities and is a permanent member of the Board.
- The Administrative Officer shall take minutes and keep a book of signed Board Meeting minutes, and provide written and verbal reports at all Board Meetings and General Meetings.
- The term of office for the Public Information and Medical Operations Officers shall be two years with elections in the even years. The Officers may serve two (2) consecutive terms in a particular office. The term of office for the Team Leader and Deputy Team Leader will be for two years. The Team leader will be up for election in even numbered years and the Deputy Team office in odd numbered years. The Administrative Officer shall be two years with election in the odd years.
- Officers may be removed from office through the same procedure as a member of the Board.
- The Public Information Officer interfaces with other organizations and speaks for the GMU-CERT, when asked to do so by the Team Leader or the GMU-CERT Emergency Plans Officer.
- The Medical Operations Officer is responsible for maintaining the medical supplies for the team and providing necessary procedures.
- The Executive Board prepares the agenda for the monthly Board of Directors meetings.

## **Article X - SALARIES**

No Officer or Board Member shall receive a salary or compensation for their positions.

## **Article XI - DUES**

No Officer, Board Member or the General Membership will be required to pay dues to the GMU-CERT.

## **Article XII - COMMITTEES**

- The Officers shall create committees, projects and committee/project leaders for special purposes.
- The chair of the committee reports to the Board of Directors (BOD).
- The BOD shall appoint the membership of a committee and remove committee members.
- The Executive Board monitors the progress of committees and projects and reports to the BOD.
- All activities, including fund raising, are proposed to the BOD, prior to any activity.
- The BOD votes on all activities and projects.
- Final approval for all activities and projects is required by the Emergency Plans Officer.

## **Article XIII - PARLIAMENTARY AUTHORITY**

Robert's Rules will be the parliamentary guide for all GMU-CERT meetings.

## **Article XIV - AMENDMENTS TO THE OPERATING PROCEDURES**

- If any member feels that these operating procedures need to be revised, he/she may petition the Board of Directors in writing.
- Amendments to the operating procedures may be made by the Board of Directors.
- The proposed amendment to the operating procedures is presented to the Board by a full member, with a motion to adopt.
- The proposed amendment to the operating procedures is copied to all Board Members, at least 10 days prior to the next scheduled Board meeting.
- A vote on a motion to amend the operating procedures takes place at the next scheduled Board meeting.
- A two-thirds ( $\frac{2}{3}$ ) vote of the Board members quorum, at the next scheduled Board Meeting, is required to pass the amendment.

## **Article XV - FINANCES**

- All funds accrued by the GMU-CERT shall be used for and to the advantage of the Membership, the good of the community, and in support of the purposes of GMU-CERT.
- All purchase requests related to team activities shall be made to the Emergency Plans Officer. The Emergency Plans Officer has final authority over any and all financial matters.

- Purchase requests in excess of \$250.00 shall require a  $\frac{2}{3}$  vote of the entire Board. Purchase requests less than \$250.00 require pre-approval by the CERT Team Leader or Deputy Leader.

## **Article XVI – ELECTRONIC AND PRINTED MEDIA**

The Board of Directors (BOD) shall approve the substance and content of all electronic and printed media that is produced by GMU-CERT for promotional purposes. Included in this area is anything that is identified with the GMU-CERT name or acronym.

- All forms of media shall be developed and coordinated with the GMU Safety Office and Creative Services and following GMU guidelines and policies.

## **Article XVII – RECORDS AND REPORTS**

All records and reports of the GMU-CERT shall be maintained by the Secretary of the Board of Directors (BOD).

- This includes meeting minutes, committee reports, and other documents and reports generated by and pertaining to the GMU-CERT.
- Records and reports shall be kept loose bound, in chronological order.
- All records and reports are available for viewing with appropriate notice to the Secretary.

## **Article XVIII - ATTACHMENTS**

### **Officers' Responsibilities**

Refer to separate document, entitled "Officers' Responsibilities" in the GMU-CERT Organizational and Operations Guide.

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Assistant Vice President/Chief Safety Officer      Date

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Emergency Plans Officer      Date

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CERT Team Leader      Date

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CERT Deputy Leader      Date

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Public Information Officer      Date

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Medical Operations Officer      Date

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Administrative Officer      Date