



**Johnston Amateur Radio Society
Community Emergency Response Team**

Constitution and By-Laws

Special thanks and recognition to Walter Wenzel KA2RGI/SK, a former JARS-CERT member for preparing a first draft of this document based on his experience in working with a similar organization in another state before he died in November 2019.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

MISSION STATEMENT

The Johnston County Amateur Radio Society - Community Emergency Response Team (**JARS-CERT**) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations and specializes in point to point communications via Amateur Radio, and any and all other available communications.

It shall be the business and intent of this organization to treat all members in a professional and business-like manner.

ARTICLE I – NAME OF THE ORGANIZATION

SECTION 1 Name

This organization shall be known as the:

Johnston Amateur Radio Society - Community Emergency Response Team, or JARS-CERT.

JARS-CERT is a non-profit organization operating under Section 501 (c) (3) of the IRS regulations.

ARTICLE II – OBJECTIVES

SECTION 1 Objectives

The objectives of this organization shall be:

- A. To remain a non-profit and volunteer organization.
- B. Dedication to the Disaster Response of lives and property of the citizens of Johnston County, North Carolina and any of the communities of the surrounding counties when they request our services.
- C. To establish good relations and work with other organizations such as police departments, fire departments, emergency medical services, the American Red Cross, NC and local Emergency Management, and other public safety services, and other community civic or service organizations.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

ARTICLE III – MEMBERSHIP

SECTION 1 Membership Categories

- A. **Regular Member** – active and full membership
- B. **Veteran Member** – membership for Regular Members who become unable to maintain a full active membership due to age, health, or other special circumstances
- C. **Honorary Member** – symbolic membership awarded in recognition of exceptional support or assistance to the Organization by a non-member

SECTION 2 Regular Memberships

Individuals wishing to apply for a full, “regular” membership in the JARS-CERT Organization shall meet the following requirements and observe the following procedures:

- A. Must be a citizen or lawful resident of the United States
- B. Must reside in Johnston County or any other surrounding counties in NC such as Harnett, Wake, Wilson, Wayne.
- C. Must be eighteen (18) years of age or older
- D. Must be physically and mentally qualified to perform the essential functions or duties of the position they will hold
- E. Must have a high school diploma or its equivalent
- F. Must have a valid State or Federal picture ID
- G. Must have completed the Basic CERT Training
- H. Must hold a valid technician or higher class Amateur Radio License or be an immediate family member of a license holder with basic knowledge of radio communications.
- I. **Must be a Full, or Family, member of JARS**

SECTION 3 Veteran Memberships

- A. Veteran Membership is available for Regular Members who become unable to remain fully active due to age, health, or other special circumstances, and who have served as a Regular Member for a total of at least 4 consecutive years, are currently in good standing with the JARS Organization, and wish to remain affiliated with the JARS-CERT Team.
- B. Regular Members meeting the requirements outlined above, and wishing to apply for Veteran Membership in the Organization, shall submit a written request and explanation to the Executive Committee. The Executive Committee will vote on the request during the next regular meeting.
- C. Veteran Members are encouraged to stay in contact, attend meetings, training, and other functions, as they are able. Veteran Members retain voting rights provided they attend at least one meeting or training each year to remain current on the business and activities of the JARS-CERT Organization.

SECTION 4 Honorary Memberships

Honorary Membership is a symbolic, non-voting membership, awarded by the Executive Committee, in the form of a certification or plaque, in recognition of exceptional support or assistance to the Organization by a non-member. The Executive Committee may approve honorary membership as it sees fit.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

SECTION 5 Dismissal of Members

- A. A member of the Executive Committee may submit a recommendation for dismissal of a member to the Executive Committee.
- B. The member being recommended for dismissal shall, following reasonable notice, be given an opportunity to address the Executive Committee.
- C. Following the above activities, the Executive Committee will vote on the recommendation for dismissal.
- D. Approval for the recommendation requires a two-thirds or greater vote of the Executive Committee in favor of the recommendations.
- E. The member being recommended for dismissal shall be promptly notified of the Executive Committee's decision. If the recommendation for dismissal was approved, the member shall be informed that this action will be presented to the membership at the next regular Business Meeting.
- F. The process of dismissal of members shall follow Robert's Rules of Order.

SECTION 6

The Executive Committee may waive any requirements for the above sections under Article III.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

ARTICLE IV – ORGANIZATION

SECTION 1 Executive Committee

This Executive Committee shall consist of the Captain, Lieutenant, 1st Sergeant, and 3 support Sergeants

SECTION 2 Appointments of additional Officers

The Elected Officers may appoint additional officers as necessary to conduct any function of the organization.

SECTION 3 Responsibilities of the Executive Committee

- A. The Executive Committee shall direct, supervise and provide for the collection and disbursement of the funds of this organization and shall be empowered to accept Federal, State, County, and/or private financial aid and any other assistance for material items that may be made available.
- B. The Executive Committee shall develop, implement, and enforce policies and procedures (internal documents) as necessary for the safe, effective, and efficient operations of the Organization.
- C. All disciplinary matters will be reviewed by the Executive Committee no later than the next regularly scheduled Executive Committee meeting following the incident.

SECTION 4 Order of Succession / Chain of Command

- A. JARS-CERT 301 – CAPTAIN / Coordinator
- B. JARS-CERT 302 – LIEUTENANT / Team Leader
- C. JARS-CERT 303 – 1ST SERGEANT / Operations
- D. JARS-CERT 304 – SERGEANT / Planning
- E. JARS-CERT 305 – SERGEANT / Logistics – Finance & Administration
- F. JARS-CERT 306 – SERGEANT / Secretary

SECTION 5 Duties of the Officers

A. JARS-CERT 301 – CAPTAIN / Coordinator

- The coordinator is first in command.
- Must have experience in Emergency Services or Public Safety
- Must be experienced in leadership and supervision skills
- Must be experienced in coordinating activities
- Must have a personal dedication to helping others
- The coordinator is the primary individual to be contacted by other agencies we could work with.
- Can delegate the following personnel as needed; Public Information Officer, Safety Officer, Liaison Officer, and/or Map Recorder.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

B. JARS-CERT 302 – LIEUTENANT / Team Leader

- Also known as the CERT Incident Commander/Team Leader
- Second in command, able to take over in the absence of the Captain
- Must have the same qualifications as the Captain
- Someone who is able to show up on an incident site and Take Charge
- Provides overall leadership for incident response
- Ensures incident safety
- Establishes incident objectives
- Is responsible for all incident site functions until delegated to others
- Provides information to internal and external parties
- Establishes and maintains liaison with other responders (e.g., fire, law enforcement, public works, other CERTs)
- Takes direction from agency officials

C. JARS-CERT 303 – 1ST SERGEANT / Operations

- Is typically one of the first functions to be assigned at an incident
- Creates an Incident Action Plan
- Directs and coordinates all incident tactical operations including Fire Suppression, Search and Rescue, and Medical.

D. JARS-CERT 304 – SERGEANT / Planning

- Tracks resource status (e. g., number of CERT members who have “reported for duty”)
- Tracks situation status
- Prepares the Team’s action plan
- Develops alternative strategies
- Provides documentation services

E. JARS-CERT 305 – SERGEANT / Logistics – Administration / Finance / Treasurer

- Logistics coordinates all Facilities, Services and Materials
 - Logistics stages all Resource Deployment and documents usage
 - Logistics handles all Incident Radio Communications Plans
 - Logistics provides food and medical support to Team members
 - Logistics manages supplies and facilities
- Finance and Administration is a function in the formal Incident Command System; however, CERTs may have very limited need, if any, for this function. May be combined with another function.
- The Treasurer shall have charge of all fund of the organization.
 - The Treasurer shall be bonded at the expense of the organization.
 - The Treasurer shall be immune from suit by the organization or individual members for any loss of funds in the Treasurer’s custody where such a loss created was not by direct result of the Treasurer’s willful and wrongful act, or the Treasurer’s culpable negligence
 - The Treasurer oversees any contract negotiation and monitoring.
 - The Treasurer shall oversee any Timekeeping functions and supply the secretary any generated documents for safe keeping.
 - The Treasurer shall provide an up to date cost analysis that may be viewed by the membership at any meeting.
 - The Treasurer shall handle and document any compensation for injury or damage to property.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

F. JARS-CERT 306 – SERGEANT / Secretary

- Shall record and maintain a record of the proceedings of all of the meetings
- Shall perform the task of Command Post Scribe
- Maintain all organizational records
- Keep a roll of the members present at all members present
- Report to the group on all correspondence
- Maintain on hand, a list of all Standing Rules produced by the organization
- Shall have on hand the minutes of the previous meetings in case there is a question about any prior actions of the organization
- An inexpensive laptop computer shall be provided for the secretary, if necessary

ARTICLE V – ELECTIONS FOR OFFICERS

SECTION 1 Election

- A. Absentee Ballots will not be accepted

SECTION 2 Terms of Office

The JARS-CERT Team will elect its own officers. The term for officers shall be two years in length. Officers will take office on the first meeting in October following the election in September, every other year.

The office of Captain/Coordinator's term of office shall be for one year and elected by the JARS membership. There is no limit on the number of consecutive terms he/she may hold office.

SECTION 3 Vacancies of Office

- A. Should a vacancy occur due to death, resignation or impeachment of an elected officer, the Captain shall within 30 days appoint an interim officer subject to the approval of the simple majority of the membership present and voting. In the event, he/she does not or is unable to fill the vacancy, a special meeting of the membership will be convened to fill the vacancy.
- B. Should an elected officer be assigned to a vacant office he/she will vacate their previous office and that office will be filled according to Article V.

SECTION 4 Eligibility of Elected Officers

To be eligible, a member must have been an active regular member of JARS-CERT for twelve (12) consecutive months prior to the date of election, and be in good standing with the JARS Organization.

SECTION 5 Impeachment

- A. Persons holding elected positions may be impeached by the membership for failing to adequately fulfill the duties of their position.
- B. Any member may make a Motion to Impeach during any regular Business Meeting. If the Motion receives a Second, it shall be scheduled for a vote at the next regular Business Meeting.
- C. A majority vote in favor of impeachment, taken by secret ballot, shall cause an Elected Officer to be immediately relieved of his/her position.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

ARTICLE VI - MEETINGS

SECTION 1 Meetings

- A. This organization is encouraged to meet at least once every other month to conduct training and business, unless otherwise approved by the Executive Committee.
- B. The Executive Committee shall meet a minimum of once per quarter (every 3 months). The Executive Committee meeting will be open to all active members of the Organization. Executive Sessions may be limited to members of the Executive Committee.
- C. In the event of an emergency situation, government control, or other unforeseen circumstances, when in-person meetings are not possible, or if more convenient to most members, meetings may be conducted on or thru amateur radio frequencies, telephone conference call, or over internet resources.

SECTION 2 Special Meetings

Special team meetings may be called by the Captain/Coordinator with eight (8) members present provided a reasonable attempt has been made to notify the entire membership.

SECTION 3 Quorum

- A. At regular Business Meetings, a quorum shall be eight (8) members.
- B. Those meetings to consider election or impeachment of officers, or changes to the Constitution and Bylaws, shall require a quorum of fifty-one (51 %) percent of the team members to be present at the meeting.

SECTION 4 Constitution and Bylaws

A. Any amendment to the Constitution and Bylaws must be presented in writing to the Executive Committee, and voted on and approved by the JARS-CERT team, with final approval from the JARS Board of Directors.

ARTICLE VII – COMMITTEES

SECTION 1 Appointment

All committees shall be appointed by the Captain/Coordinator

SECTION 2 Membership

All members will have an opportunity to sign up for the committee of his/her choice and are encouraged to do so.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

ARTICLE VIII – UNIFORMS

SECTION 1 Approved Uniform

Uniforms and patches shall conform to current regulations as set forth by the uniform committee and approved by the Executive Committee.

SECTION 2 Wearing Uniforms

Members are encouraged to wear uniforms at meetings, training, mission deployments, etc.

SECTION 3 Personal Protective Equipment

Appropriate personal protective equipment will be used as detailed in the Policies and Procedures. JARS-CERT members may be required to purchase their own PPE and other equipment for their own personal use but should be uniform in appearance to comply with CERT protocols.

ARTICLE IX – PARLIAMENTARY AUTHORITY

SECTION 1 Robert's Rules of Order

The most recent version available of Robert's Rules of Order shall be used by the organization and maintained by the secretary.

ARTICLE X – CONTROL

SECTION 1 Administrative and Operational Control

- A. This organization, JARS-CERT, is a specialized group operating within the JARS Organization and falls under the direct supervision of the JARS elected officers, aka: Board of Directors
- B. Any Additional permanent administrative and operational control such as policies and procedures shall remain within the JARS-CERT organization.
- C. All JARS-CERT members shall have their own medical insurance for coverage for any accidents or injury that may occur during training or mission deployments. The JARS-CERT Organization and its parent the Johnston Amateur Radio Society shall be immune from any civil or criminal liability or responsibility as a result of any accident or injury to any of its members. It may be necessary for members to sign a waiver of liability before participating in training or mission deployments.
- D. Visitors are allowed to attend meetings, and may only observe during training, but will not be allowed to participate in training or mission deployments unless they have had basic CERT training, or they are a public safety official, represent another similar organization, have a special skill, or trainer giving instructions.
- E. This organization shall follow FEMA ICS standards and protocols.
- F. This organization shall follow NC CERT, and NC Emergency Management guidelines.

SECTION 2 Donations

- A. Individuals and organizations offering pieces of equipment and/or monies shall be made to fully understand the contents of Article X, Section 1 prior to the donation of any equipment and/or monies.
- B. Any equipment loaned to this organization shall remain the property of the loaning individual or organization for the purpose of asset control and returned in good condition in a timely manner.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

SECTION 3 Expenditures Requiring Membership Approval

- A. The Captain/Coordinator, with the approval of the Executive Committee is authorized to make expenditures of up to \$2,000.00 per calendar year.
- B. Any special needs or funding (money request) to purchase items of equipment or for operating expenses shall be forwarded through chain of command to the JARS Board of Directors for approval.
- C. Other expenditures greater than \$2000.00 for non-budget items must have approval of the JARS Board of Directors and if necessary the JARS general club membership by a simple majority vote.
- D. Expenditures for training, mission deployments, critical repairs, other authorized events, or fuel for the JARSCOMM truck, as deemed by the Executive Committee do not require prior approval from the JARS Board of Directors or the JARS membership, but is considered as a normal operating expense of the team. The Captain/Coordinator shall collect all receipts for moneys spent during such JARS-CERT operations and forward the receipts to the JARS Treasurer for reimbursement. The JARS Board of Directors will be advised at the next scheduled meeting.

BYLAWS.

- 1. A regular member will be required to fulfill attendance requirement set forth in the Policy and Procedures.
- 2. The Executive Committee shall meet at least once per quarter.
- 3. Any questions by outsiders at any mission will be directed to the Senior Ranking Officer from JARS-CERT or PIO on the scene.
- 4. The Senior Ranking Officer present will be in charge unless an individual member has been previously designated.
- 5. No member will come to a mission deployment or training under the influence of alcohol or illegal drugs.
- 6. All members are encouraged to participate in regular training sessions
- 7. All members will at all times follow and abide by the JARS Constitution and Bylaws
- 8. All members will be current in their JARS membership dues and be in good standing with the JARS Organization

ARTICLE XI

Amendments or Changes to this Constitution and Bylaws:

- 1. Future amendments or changes to this Constitution and Bylaws shall be submitted to and approved by the Executive Committee and then approved by a two-thirds 2/3 majority of the JARS-CERT members present at a stated regular meeting.
- 2. The above future amendments or changes to this Constitution and Bylaws shall then be submitted to the JARS Board of Directors at a stated regular in-person JARS Board of Director's meeting and approved by a two-thirds 2/3 majority of the JARS Board of Director members present at the meeting.
- 3. Due and timely notice shall be given to the all members as stated above at least one week before the scheduled meeting.

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

Approved by: JARS-CERT Executive Committee

JARS-CERT Captain/Coordinator / Mike Callam _____

Lieutenant/Team Leader / Lannie Godwin _____

1st Sergeant/Operations / Richard Futrell _____

Sergeant/Planning / Mark Gibson _____

Sergeant/Logistics / Paul Dunn _____

Sergeant/Secretary / Velda Callam _____

Approved By: JARS Board of Directors

JARS President / Richard Futrell _____

JARS Vice-President / Mark Gibson _____

JARS Secretary / Velda Callam _____

JARS Treasurer / Paul Dunn _____

JARS Membership Director / Colleen Futrell _____

JARS Net Manager / Stephen Fowler _____

JARS Parliamentarian / Scott Wilkinson _____

JARS Media Director & P.I.O / Mike Callam _____

JARS At Large Director / Lannie Godwin _____

JARS At Large Director / Bill Blomgren _____

On this the 11th day of March, 2021

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

DOCUMENT CONTROL PAGE

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)

Approved by: JARS-CERT Executive Committee

JARS-CERT Captain/Coordinator / Mike Callam Mike Callam
Lieutenant/Team Leader / Lannie Godwin Lannie Godwin
1st Sergeant/Operations / Richard Futrell Richard Futrell
Sergeant/Planning / Mark Gibson Mark Gibson 3-11-21
Sergeant/Logistics / Paul Dunn Paul Dunn 03-11-21
Sergeant/Secretary / Valda Callam Valda Callam

Approved By: JARS Board of Directors

JARS President / Richard Futrell Richard Futrell 3-11-2021
JARS Vice-President / Mark Gibson Mark Gibson 3-11-2021
JARS Secretary / Valda Callam Valda Callam 3-11-2021
JARS Treasurer / Paul Dunn Paul Dunn 03-11-21
JARS Membership Director / Colleen Futrell Colleen M. Futrell 3-11-2021
JARS Net Manager / Stephen Fowler Stephen Fowler 3-11-2021
JARS Parliamentarian / Scott Wilkinson Scott Wilkinson 3-11-2021
JARS Media Director & P.I.O / Mike Callam Mike Callam 3-11-2021
JARS At Large Director / Lannie Godwin Lannie Godwin 3-11-2021
JARS At Large Director / Bill Blomgren Bill Blomgren 3/11/2021

On this the 11th day of March, 2021

CONSTITUTION and BYLAWS

Johnston Amateur Radio Society – Community Emergency Response Team (JARS-CERT)
