

# TRAILER ESTATES C.E.R.T. BY-LAWS

A Florida Based Not-For-Profit organization

## ARTICLE I: NAME OF ORGANIZATION

The legal name of the organization shall be known as Trailer Estates C.E.R.T. (Community Emergency Response Team).

## ARTICLE II: GOALS/OBJECTIVES

The purpose of C.E.R.T. shall be to serve Trailer Estates in the event of an emergency, or to respond to a request from manatee County, or a request from the Trailer Estates Fire Dept. We will cooperate with the above in disaster planning and preparedness, training exercises, increased community awareness of disaster preparedness, in assistance to government agencies that request volunteer services in any capacity; contact with other Emergency Management Services.

## ARTICLE III: ORGANIZATION

Trailer Estates C.E.R.T. will not be conducted for profit and no part of any net earnings or remainder of donations shall go for the benefit of any member, director, officer or other private person. C.E.R.T. shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the Goals and Objectives of the Association as set forth in Article II. No part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Bylaws, Trailer Estates C.E.R.T. shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code

## ARTICLE IV: BYLAWS

The members of Trailer Estates C.E.R.T. shall adopt this set of Bylaws to assist in carrying out the objectives of the organization. if any member feels that these Bylaws need to be revised, they may petition in writing.

Section A- Amendments

For Bylaw revisions presented via member petition as per Article IV: BYLAWS, a two third (2/3) vote of approval of Voting Members present at any regularly scheduled meeting. All amendments must be presented at least thirty (30) days prior to a vote.

## **ARTICLE V: OFFICERS**

The officers of Trailer Estates C.E.R.T. shall be President, Secretary, and Treasurer

Voting for election of Officers shall be by secret ballot. The ballot shall be designed to identify candidates by use of first and last name. The officers of Trailer Estates C.E.R.T. shall manage the affairs of C.E.R.T.

Officers shall serve a two-year term.

A vote of approval of fifty percent (50%) of the total membership plus one (1) is required to remove any

The officers will establish a set of rules as to all training and operational procedures. These rules can be amended by approval of the membership.

### **SECTION A- ENUMERATION OF OFFICERS**

The officers of C.E.R.T. shall include a President, Secretary, and Treasurer are volunteers and do not receive any form of pay.

### **SECTION B- REMOVAL**

Officers may be removed by a majority vote of membership, with or without cause. The reason must be in writing from any member and served at least 30(30) days before a vote at a regularly scheduled meeting.

### **SECTION C- VACANCIES**

A vacancy may be filled by the officers of the organization. He or she shall perform other duties as determined by the membership. A vacancy in any office may be filled by appointment of the remaining officers. The officer appointed to such vacancy shall serve for the unexpired term of the officer he or she replaces.

## **ARTICLE VI: DUTIES OF ELECTED OFFICERS**

### **SECTION A- PRESIDENT**

The President shall be the chief executive officer of Trailer Estates C.E.R.T. and shall have general and active control of its business and affairs. He or she shall preside at all meetings of the members. He or she shall execute all instruments and documents on behalf of C.E.R.T. He or she shall appoint all

committees, unless otherwise provided in these Bylaws or unless the membership by vote in requesting the appointment of a committee shall set forth specifically the manner of its approval.

#### SECTION B- SECRETARY

The Secretary shall attend to the giving of notice of all meetings to all members. He or she shall have charge of the correspondence of the organization. He or she will take roll at all meetings, keep minutes at all meetings, keep the attendance records, and keep an updated list of members of the organization. He or she shall keep a computer file of material and perform other duties as determined by the Board of Directors.

#### SECTION C- TREASURER

The Treasurer shall have the care and custody of all moneys, and funds, of the organization and deposit or cause to be deposited all funds of the Association in and with such depositories as the membership approves. He or she shall keep all books of account relating to the business Trailer Estates C.E.R.T. The Treasurer whether for the purpose of paying bills or for making purchases, shall be made only after approval by the membership. His or her books shall at all times be open to inspection by any member and he or she shall report to them at every general meeting the condition of the organization's finances and every item of receipt or payment not before reported. He or she shall give an annual summary report of organization's financial dealings for the previous year a

### **ARTICLE VII: ORGANIZATION YEAR**

#### SECTION A- FISCAL YEAR

The Association's fiscal year shall begin on the first day of January and end on the day of December.

#### SECTION B- OFFICIAL YEAR

Trailer Estates C.E.R.T. official year shall begin on the first day of January and end on the last day of December.

### **ARTICLE VIII: DISSOLUTION**

Trailer Estates C.E.R.T. may be dissolved at any time by the written consent of not less than two-thirds of the entire active membership. In the event of dissolution of the organization, whether voluntary or involuntary or by operation of the law, none of the property of neither the organization nor any proceeds thereof, nor any assets of the organization shall be distributed to any members of the organization. After payment of the debts of Trailer Estates C.E.R.T. The officers shall distribute its property and assets for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such

organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE IX: MEMBERSHIP**

### **SECTION A- MEMBERS**

Members are those who have been certified by Manatee County. Applicants shall be admitted to join upon Manatee County certification.

Each member shall be entitled to one vote. A member entitled to vote is also called a voting member.

Dues will not be collected.

### **SECTION B- MEMBER CONDUCT AND IMPLIED REPRESENTATION OF Trailer Estates C.E.R.T.**

Trailer Estates C.E.R.T. shall establish rules of conduct for its members. The rules shall be established by a vote of the majority of members at a regularly scheduled monthly meeting. The proposed rules shall be disturbed at least thirty (30) days prior to by vote.

### **SECTION C- LIMITS ON PERSONAL LIABILITY**

No member of Trailer Estates C.E.R.T. shall be personally liable for any of its debts, liabilities, or obligations, nor shall any member be subject to any assessment except as provided in these Bylaws.

### **SECTION D- COMPENSATION**

Trailer Estates C.E.R.T. is a volunteer organization. No officer or member will receive compensation but may be reimbursed for actual C.E.R.T. expenses incurred in the performance of duties, to the extent such expenses are reasonable and necessary. The membership must vote to approve expense. A majority of members present is necessary.

### **SECTION E- TERMINATION OF MEMBERS**

Members removal shall be by written resignation.

## **ARTICLE X: MEETINGS**

### **SECTION A- ANNUAL MEETINGS**

The Annual Meeting, at which the election of Board of Directors shall take place the third Wednesday of January. The election of officers shall occur at the annual meetings that on the even years.

### **SECTION B- REGULAR MEETINGS**

Regular meetings will be held monthly on the third Wednesday of the month. The time will be 10:00AM unless notified at least five (5) days in advance by email. The meetings will be held in the Small Hall

unless otherwise notified. Minutes of all Board Meetings shall be available for review by the members upon request. A quorum for any business consists of at least 8 members present

#### SECTION C- SPECIAL MEETINGS

The President or, in the absence of the President, any officer may call a special Meeting. The purpose of a Special Meeting must be clearly stated in the notification. The membership will be notified of a Special Meeting at least five (5) days by email except in an emergency.

Adopted: Jan 19, 2009





