



Bylaws of the Cowley County Emergency Auxiliary

Adopted November 12, 2019

Article I - Membership Requirements

The Cowley County Emergency Auxiliary (CCEA) is an organization of dependable volunteers who assist in the protection and preservation of life, limb, and property during times of disaster and emergency.

Section 1 – Minimum Membership Requirements

The members of the Cowley County Emergency Auxiliary are highly qualified and trained volunteers from the community who donate their time and skills. Applicants must meet the following requirements:

- Be at least 18 years of age
- Be a resident of Cowley County, or live in an immediately adjacent county
- Submit to a limited background check
- Agree to and abide by the Emergency Management Volunteer Code of Conduct

A baseline set of skills and qualifications has been developed by Cowley County Emergency Management and the State of Kansas to help ensure volunteer safety, provide uniform training, and to quantify the skill set and implied ability of an individual volunteer to perform an assignment. Additional training and skills may be required depending on the type of assistance each volunteer elects to provide. The Volunteer Training Requirement document provides a full list of qualifications that may be obtained and their associated requirements.

Once accepted, new members must meet all mandatory minimum training requirements as listed within 6 months. A one year grace period shall be given for new volunteers to complete any minimum training that can only be completed in a classroom environment.

Each member shall attend as many meetings per calendar year as his or her schedule allows. In addition, members must contribute a minimum of ten (10) volunteer hours to remain in good standing. Business meetings, training meetings, online training, or any other activities approved by Emergency Management staff shall count toward this minimum hour requirement. Members not meeting this requirement may be subject to removal from the group.

The status of Member Emeritus (member for life) has previously been granted to volunteers who have met specific requirements, and whose application for this status has been approved by the membership body. Any member who is currently recognized as a Member Emeritus shall be grandfathered and may keep this status, but no new applications shall be accepted. A Member Emeritus shall not be held to the minimum volunteer hour, meeting attendance, and residency requirements, but are subject to all other provisions within these bylaws. A Member Emeritus may not hold a leadership position, but may cast a vote for any ballot or motion.

Section 2 - Application for Membership

An application process is required for all new members. Applications will be reviewed by CCEA leadership and a representative from Emergency Management staff.

Applicants must attend at least two regular meetings prior to further consideration for membership. After two meetings, applicants will be interviewed by a team comprised of two CCEA officers and one member from the group at large, using a standardized questionnaire. The interview team will make recommendation to the membership to either accept or reject an application. The membership at large will then vote to accept or reject the applicant, and written notification of the decision will be given.

New members shall serve a minimum probation period of six (6) months. During this time, the new member will not be able to work independently without the presence of another volunteer or EM staff. Members must have met all minimum requirements to exit probationary status.

Article II - CCEA Leadership

Section 1 – Officers and General Requirements

Cowley County Emergency Auxiliary officers shall consist of the President, Vice-President, Secretary, Treasurer, and Communications Officer. Any candidate for a leadership position must be a member in good standing, and must be able to regularly attend meetings and other CCEA activities. A candidate must also have been a member of the group for at least one (1) year prior to seeking election.

Section 2 - Officer Duties

The President shall preside over meetings and official functions and provide leadership as necessary to maintain the CCEA organization and ensure its proper functions. The President shall be elected by the membership body.

The Vice President shall assist the President in his or her duties, and shall assume the duties of the President in his or her absence. The Vice President will also be responsible for working with EM staff to schedule and coordinate volunteer training, and may perform other duties to help ensure the success of the organization. The Vice-President shall be elected by the membership body.

The Secretary shall keep minutes of each meeting, record meeting attendance, assist EM staff and the Communications Officer in tracking CCEA assets, and may perform other duties to help ensure the success of the organization. The Secretary shall be elected by the membership body.

The Treasurer shall maintain records of all incoming and outgoing funds belonging to the organization, serve as the initial point of contact for all group fundraising activities, and may perform other duties to help ensure the success of the organization. The Treasurer shall be elected by the membership body.

The Communications Officer shall serve as liaison between the CCEA and outside organizations in matters related to emergency communications. He or she shall assist EM staff in the maintenance of group communications equipment, and may perform other duties to help ensure the success of the organization. The Communications Officer shall be selected via ballot by the membership body and appointed by the Cowley County Emergency Management Director. To serve in the position, the Communications Officer must meet State of Kansas RACES Officer requirements.

Article III - Nominations/Elections & Terms

Section 1 - Eligibility and Selection Process

Candidates may announce their intention to seek a leadership position beginning at the October business meeting, and the candidate list will be finalized two (2) weeks prior to the November business meeting. Once finalized, voting will be facilitated by Emergency Management staff, and conducted via electronic ballot or paper ballot prior to the November business meeting. A brief statement provided by the candidate shall be included with the ballot, and will contain a biography and reason that the individual is seeking office.

Section 2 - Term Limits and Expiration

Leaders will take office on January 1, and each term shall be for two years. No officer shall hold any one office for more than two consecutive full terms.

The terms of the President, Secretary and Communications Officer will expire at the end of every odd year. The terms of the Vice-President and Treasurer, will expire at the end of every even year.

Section 3 - Vacation of Leadership Positions

Should the position of the President be vacated for any reason, the Vice-President shall assume the role for the remainder of the unexpired term. Should any other leadership position be vacated, an election shall be held at the next monthly business meeting to fill the unexpired term.

Article IV - Meetings and Activities

Section 1 - Business and Training Meetings

The group business meetings shall be held on the 2nd Tuesday of each month unless otherwise determined by the President and/or Emergency Management Staff. A training meeting may be held on the 4th Tuesday of each month, or may be scheduled for an alternate date and time.

Section 2 - Leadership Meetings

The CCEA leadership team shall meet at the discretion of the President, and at a minimum of once per calendar year. A leadership meeting may be called by written or verbal notice of at least a week.

Section 3 - Meeting Format

Meetings shall be conducted in professional, organized manner, adhering to Robert's Rules of Order as much as possible.

Section 4 - Quorum

For the purposes of conducting business, a quorum shall be defined as a minimum of five members present, including one member of the leadership team.

Article V - Committees

Section 1 – Establishment Committees

The President may establish and disband ad-hoc committees as deemed necessary.

Article VI - Member Conduct and Termination of Membership

Section 1 - Member Conduct

Members are expected to conduct themselves in a professional manner in accordance with the Cowley County Emergency Management Volunteer Code of Conduct and the CCEA bylaws. A member in violation of the provisions of either of these documents may be subject to disciplinary action. When joining the group, a copy of each document will be made available to each prospective member for review and acceptance.

Section 2 - Disciplinary Action and Termination of Membership

A member may voluntarily terminate their affiliation with the group at any time by submitting a resignation letter to the President.

A member may be disciplined for reasons including but not limited to violation of the Volunteer Code of Conduct or CCEA bylaws. Infractions shall be dealt with as determined by the President and

Emergency Management Director, and may result in counseling, placement in a probationary status, or removal from the group. If deemed necessary the President, Vice-President, and Emergency Management staff shall have the authority to immediately suspend a member pending the outcome of any disciplinary action.

Upon termination of membership, any CCEA issued equipment including but not limited to shirts, volunteer identification, license tags, and safety vests must be returned.

Article VII - CCEA Organization Funds

Section 1 - Handling and Disbursement of CCEA Funds

CCEA funds shall be deposited through the Legacy Foundation. Those funds may remain with Legacy or be withdrawn as determined by the membership.

The President shall have the authority to spend up to \$50 without group approval. Between \$50 and \$150, funds may be spent so long as the President and at least two other officers are in concurrence. Any expenditure above \$150 must be approved during a regular business meeting.

A request for withdrawal of Legacy Foundation based funds must be completed and signed by two of the five members of the leadership team and submitted to Emergency Management staff. A receipt for any purchases must be filed with the Secretary/Treasurer.

Article VIII - Bylaw Amendments

Section 1 - Amendments

Any amendment to these bylaws may be adopted by a two-thirds (2/3) majority of the members voting via electronic ballot or paper ballot. The proposed changes will be provided to the membership at least two weeks prior to the next regularly scheduled meeting with an explanation of the bylaw change. The provisions of such change shall take effect immediately following the vote.