



Steele County Community Awareness And Emergency Response By-Laws

ARTICLE I

Name and Purpose

SECTION 1

The name of this organization shall be "Steele County CAER (Community Awareness and Emergency Response)".

SECTION 2

The purpose of this organization shall be to work with all people and all agencies in Steele County to promote the highest possible community awareness and emergency response and recovery in our communities. Steele County CAER will function as Steele County Citizen Corps.

ARTICLE II

Membership

SECTION 1

Steele County CAER membership shall be any agency or organization that plans for, or responds to, an emergency in Steele County. Also, any industrial company or individual that is concerned about emergencies within their community may be a member of Steele County CAER.

SECTION 2

Dues for all memberships shall be as established at annual meetings.

ARTICLE III

Executive Committee

SECTION 1

The affairs of Steele County CAER shall be directed by an Executive Committee. The Executive Committee shall consist of:

1. Three Officers
 - a. President.
 - b. Vice-President / Secretary.
 - c. Treasurer.
2. A maximum of six CAER members-at-large.
3. The Steele County Emergency Manager.
4. The immediately Preceding Past President.

SECTION 2

Officers and Members-at-Large shall be nominated and elected at the Annual Meeting by the Membership for two year terms. When possible, terms shall be staggered so that one-half of the members are up for election each year. The Steele County Emergency Manager shall be a permanent member of the Executive Committee.

SECTION 3

The President shall:

1. Conduct all General Membership and Executive Committee meetings.
2. Act as the official spokesperson of Steele County CAER.

SECTION 4

The Vice-President / Secretary shall:

1. Act as President whenever the President is unavailable.
2. Be the custodian of all records for Steele County CAER.
3. Record, maintain, and distribute minutes of General Membership meetings and Executive Committee meetings.

SECTION 5

The Treasurer shall:

1. Maintain appropriate financial records for Steele County CAER.
2. Provide a financial report at each General Membership meeting.

SECTION 6

A member of the Executive Committee may be removed:

1. Voluntarily by presentation of a written resignation to the Executive Committee.
2. Involuntarily by a unanimous vote of the remaining members of the Executive Committee.
3. Involuntarily by a majority vote of the General Membership.
4. Automatically by missing three consecutive unexcused meetings.

SECTION 7

In the event of a vacancy on the Executive Committee, the Executive Committee may fill the vacancy by appointment. The appointee shall hold office until the end of the term.

ARTICLE IV

Meetings

SECTION 1

General Membership meetings shall be held on the third Wednesday in the months of January, March, May, July, September, and November. **Meeting dates and locations may be adjusted by the President when circumstances require.**

SECTION 2

Any special meeting of the members may be called by the President, or a two-thirds majority of the Executive Committee.

SECTION 3

There shall be one annual meeting of Steele County CAER. This meeting shall be held on the third Wednesday of November.

SECTION 4

The Executive Committee will meet as needed. Executive Committee meetings shall be called by the President.

SECTION 5

Robert’s Rules of Order shall govern all parliamentary matters when not consistent with these by-laws.

SECTION 6

The location for all regular meetings will be in Owatonna.

ARTICLE V

Finances

SECTION 1

The Executive Committee shall have general supervision over all financial affairs of Steele County CAER. Each month at the general meeting a Treasurer’s Report will be given. Approval for all expenditures will be given at General Meetings.

SECTION 2

The fiscal year of Steele County CAER shall be January 1 to December 31.

SECTION 3

Two Officers must sign all checks for disbursement of funds.

SECTION 4

Any Member may ask for a financial audit to be completed.

SECTION 5

Business mail for Steele County CAER will be addressed to:
c/o Owatonna Fire Department, 107 West Main Street, Owatonna, MN 55060

ARTICLE VI

Amendments

SECTION 1

These by-laws may be amended at any annual or special meeting of the members. A ten-day written notice shall be given for any meeting where amendments will be voted on. A two-thirds majority vote of General Members present is required to cause amendment of these by-laws.

Original adoption: 1992-Aug-12

Amended 1995-Nov-15

Amended 1996-Nov-20

Amended 1996-Dec-18

Amended 1998-Nov-18

Amended 1999-Nov-17

Amended 2003-Nov-19

Amended 2004-Sep-15

Amended 2010-Feb-17:

General revisions

Amended 2012-Feb-15:

Deleted PO Box Requirement

Amended 2013-Nov-20:

Modified Article IV to quarterly meetings with rotating meeting locations.

Amended 2014-Oct-15:

Modified Article IV to bi-monthly meetings with rotating meeting locations.

Amended 2017-Nov-15:

Modified Article IV Section 1 to allow the President to change meeting dates and locations.

Modified Article IV Section 6 to hold bi-monthly meetings in Owatonna.