BY-LAWS
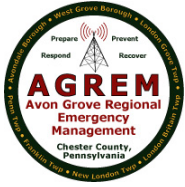

AGREM Incorporated

PO Box 1002,
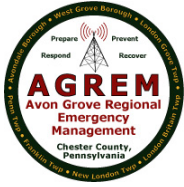
902 State Road

New London, Pennsylvania 19360-1002

Purpose:

The Avon Grove Regional Emergency Management Organization operating as AGREM, Incorporated (hereafter referred to as AGREM) was established to assist local municipalities in quickly and efficiently mitigating emergency situations with minimal loss or risk to the property and people that reside within the Avon Grove School District. AGREM will accomplish this through advanced planning, enhanced communications, training, and resource sharing between member organizations.

Territory:

The service area for AGREM includes all of the areas covered by the Avon Grove School District. This includes the following municipalities: Avondale Borough, Franklin Township, London Britain Township, London Grove Township, New London Township, Penn Township, and West Grove Borough.

Membership:

AGREM membership is organized into three distinct categories: Sustaining, Associate, and Sponsor. These membership categories reflect the original intent of the organization, and the desire to extend membership to other interested organizations and groups that can assist and receive assistance from AGREM in the event of a natural or man-made disaster.

Sustaining Members:

Sustaining membership is automatically extended to the municipalities that originally formed the mutual aid agreement for AGREM. Each municipality is entitled to provide a representative to AGREM. These representatives will be the "Directors" of the AGREM
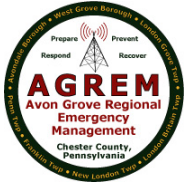
organization. Sustaining members will pay annual dues as described in the section labeled 'DUES' on page 6 of these bylaws.

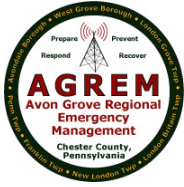The Officers and Directors are the only voting members of the AGREM organization. Voting rights are granted to the elected Officers and the Directors from the following municipalities: Avondale Borough, Franklin Township, London Britain Township, London Grove Township, New London Township, Penn Township, and West Grove Borough.

Associate Members:

Associate membership is available to non-profit and not-for-profit groups or organizations that want to actively participate with AGREM in planning, training, and response to natural or man-made disasters. Associate members do not have voting rights, but can leverage from AGREM's emergency communications radio network for emergency and incident management purposes. The fees for radio network usage will be based on the number of radios subscribing to the AGREM frequencies, and costs will be charged on an annual basis.

Sponsor Members:

Sponsor membership is available to commercial/for-profit organizations and groups that want to support AGREM in an ongoing or per-project basis. Sponsor members do not have voting rights, but can provide and designate funds towards preparation, prevention, and response projects related to AGREM's purpose. AGREM will provide, when requested, an accounting to Sponsor members indicating the projects or activities supported by their funds.

Voting Procedures:

The Officers and Directors of AGREM will vote on policy with one vote per municipality by a verbal vote. If necessary, a roll call vote may be used. All other voting items will be by majority vote of the Directors present.

Approval of Expenses / Signatories:

Expenses will be presented for review and approval at a regular membership meeting.

All single expenditures over one hundred dollars ($100.00) will be approved by the Officers and Directors . Disbursements for expenses will require a minimum of two (2) signatures on each check. Signatories for checks will be the Treasurer, and the President and/or Vice-President.

Recurring expenses for services such as radio frequency leasing/rental will be approved by contract. Contracts will automatically renew unless otherwise indicated in the contract documents. The Treasurer may pay such contracts outside of a regular membership meeting when due, if payment is required to maintain services until the next scheduled meeting.

Resolutions:

AGREM will keep on file any resolutions from all sustaining member organizations that support the creation and operation of the Avon Grove Regional Emergency Management Organization, operating as AGREM, Incorporated. By adopting these resolutions, it is understood that they will financially support the ongoing operations of AGREM.
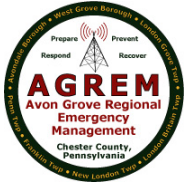
Mutual Aide Agreement:

Sustaining Members agree to participate in the mutual aid and resource sharing guidelines set forth in the regional Emergency Operations Plan, as periodically amended by AGREM.
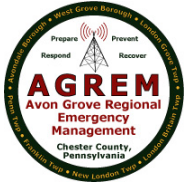
Dues:

To support the ongoing administration of AGREM, all sustaining and associate member organizations will be responsible for dues as set forth by AGREM. These dues will be billed annually and may be adjusted by majority vote prior to each annual dues notice.

Officers:

AGREM will have five (5) elected officers chosen and approved by the Directors of the AGREM Organization on an annual basis. The officers and their duties are:

Position	Description of Responsibilities
President	Presides over all meetings and administrative affairs of AGREM. Can appoint temporary committees. Can call emergency meetings.
Vice-President	Acts in the capacity as the President in the absence of the President.
Treasurer	Responsible for all AGREM finances. Will report on finances at all regular meetings, or as directed by the President.
Secretary	Responsible for all AGREM correspondence. Takes and keeps a record of all meeting minutes.

Position	Description of Responsibilities
Emergency Operations Coordinator	Responsible for the Regional Emergency Operations Plan (REOP). Coordinates the activity of the Local Emergency Managers from each sustaining member municipality. In charge of the Regional Emergency Operations Center during declared emergencies when the Regional Operations Plan has been activated.

Emergency Operations Plan:

This plan is the guideline adopted and maintained by AGREM. The plan outlines Resource Lists, Mutual Aide agreement, communications protocol, and other emergency operations plans. This will be updated at least on a bi-annual basis.

The Local Emergency Management Coordinators will approve current versions of the REOP plan before being presented for approval by the AGREM membership.

Meetings:

AGREM meetings will be held monthly on a regular day and time as determined by majority vote by the Directors. Regularly scheduled meetings may be cancelled if the future agenda does not necessitate a meeting and with a majority vote of the Directors present at the preceding meeting. The primary meeting location will be at the New London Township Building, located at the corner of West Avondale-New London Rd and West State Road in New London, PA. On occasion, the meeting location may change and any change will be announced at the preceding meeting, posted on the AGREM website (http://www.agrem.org), and communicated via the AGREM email distribution list.

Standing Committees:

AGREM will utilize the following standing committees. The committee chair will be responsible to report activities at the regular AGREM membership meetings.

1) Communications

2) By-Laws

3) Equipment Resources

4) Human Resources

5) Facilities

6) Training

7) Web Sites (http://www.agrem.org and https://my.agrem.org

Amendments to Bylaws:

These bylaws may be amended from time to time as required by AGREM Incorporated. Changes to the bylaws must be approved by the Directors during a regular monthly meeting. Advance announcement and presentation of the proposed changes will be dependent upon the scope of the changes. Circulation of proposed changes via email will be permitted, but voting must occur during a regular meeting of the membership.

Changes to these bylaws must be approved by vote, and validated by signature. Copies of the amended bylaws will be provided to each sustaining member and posted on the AGREM Web site (http://www.agrem.org/About/AGREM_Bylaws.pdf)
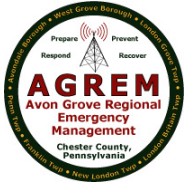
Approvals: AGREM Sustaining Member Approval Signatures.

Avondale Borough: _____ Date: _____

Franklin Township: _____ Date: _____

London Britain Township: _____ Date: _____

London Grove Township: _____ Date: _____

New London Township: _____ Date: _____

Penn Township: _____ Date: _____

West Grove Borough: _____ Date: _____