



ARES of Southeast Louisiana

SELCOM Policy

**Scope:** This document defines all current operational policies of ARES of Southeast Louisiana, also known as SELCOM.

**CONTENTS:**

- A. FINANCIAL POLICY**
- B. EQUIPMENT POLICY**
- C. MOU POLICY**
- D. CHARACTER POLICY**
- E. MEMBERSHIP POLICY**
- F. TRAINING POLICY**

## A. FINANCIAL POLICY

This policy defines the financial operations of ARES of Southeast Louisiana, also known as SELCOM.

- I. All checks, drafts and notes are to be deposited in a bank account, created after the reception of the 501c3 status from the (IRS) Internal Revenue Service.
- II. All expenditures require an approval of the majority of the board.
- III. All checks drawn off of corporate accounts must require 2 signatures. The signers shall be:
  - a. The appointed treasurer (or financial board member) and
  - b. A current board member in good financial standing.
- IV. The treasurer (or financial board member) shall provide a balance sheet for each board meeting and general membership meeting.

## B. Equipment Policy

Section 1. This policy defines the process for non-selcom equipment loaned to or co-located in our facilities.

- I. Any member may co-locate personal equipment in a SELCOM managed facility with the following provisions:
  - a. At no time may the non-SELCOM equipment cause any harmful interference.
  - b. The equipment assists in our primary mission.
  - c. SELCOM has full and exclusive use during a communications emergency to use the equipment, as needed, to meet our MOUs (Memorandum of Understanding) with served agencies.
  - d. All site visits, maintenance windows, updates or upgrades will be coordinated with the SELCOM technical team and/or the SELCOM Site Manager.
  - e. In using any SELCOM owned or managed data network, any and/or all network traffic may be intercepted and/or inspected by the Board or a member of the technical team.
  - f. Any non-SELCOM owned equipment shall be of a current version of software that is maintained. Periodic common vulnerability scans will be performed. Any vulnerabilities found must be patched within 30 days of discovery. If a patch is not available, then a notification to the Board and Technical team with a link to the Vendor's website must be sent. An expectation of patch availability (if the vendor has one) must be included in the email. If no notification is sent or a patch is not applied after 45 days, the equipment will be disabled from internet access and/or shut down. (reference [cve.mitre.org](http://cve.mitre.org))
  - g. The SELCOM Board and Technical team members will have full administrative access to any system attached to a SELCOM owned or managed data network. This includes all equipment except equipment that is not on premises.
  - h. Any SELCOM data, including configurations, profiles and any other relative information will be backed up to a SELCOM approved storage system.
  - i. The member signs the SELCOM Equipment agreement.

All portions of this policy are in effect at the time an agreement is signed by both parties.

- II. If the above provisions are met, the equipment can be co-located with our equipment and will be covered by our liability insurance.
- III. If, at any time, these provisions are not met, the equipment may be removed, at the board's discretion and schedule.
  - a. If the non-SELCOM equipment is removed, it will be returned to the member, in the same condition received.

Section 2. This policy defines the process for SELCOM owned equipment that is loaned out or co-located in someone/agency's facility.

- I. At no time will any SELCOM owned equipment cause any interference to any other equipment.
- II. All SELCOM owned equipment shall be returned to a board member, in good operating condition (or in the same condition as it was while it was installed).
- III. SELCOM will do its best to maintain the equipment in good operating condition.

- IV. SELCOM will coordinate any site visits, maintenance windows, updates or upgrades with the site manager, in advance, if possible.

### C. MOU POLICY

This policy defines the standard MOU Policy usage and application.

- I. All agreements shall be in writing. All expectations, or as much as possible, shall be defined in the MOU.
- II. All MOUs are considered a legal contract and shall be treated as such.
- III. MOUs may be between SELCOM and any local, parish state or federal government entity. MOUs may also be between SELCOM and any club, organization, group or person.
- IV. All MOUs must have an expiration date.
- V. All MOUs must be signed by a legal representative of the person, agency, group, or organization and the SELCOM Director of Administrative Affairs.
- VI. All SELCOM owned equipment that may be installed at a facility will require a separate inventory sheet and updated as needed. The sheet will remain on-site.

## D. CHARACTER POLICY

The character policy defines the character qualities ARES of Southeast Louisiana (SELCOM) expects from its members. The board has the final say on all character decisions. These are qualities that show a high level of ethics, integrity, morals and character. All members are expected to conduct themselves in accordance with these qualities, as much as possible.

- I. Honesty: All members must be honest in their dealings. At no time will dishonestly be tolerated.
- II. Responsibility: All members must be responsible for their actions and choices.
- III. Respect: All members must show a respect of themselves and others.
- IV. Diligence: All members must be diligent in their activities. We must do and finish all of the things we have agreed to.
- V. Courage: All members must do the right thing, even when it is not easy.
- VI. Self-Control: All members must conduct themselves in a professional manner. Maintaining our self-control is required to be a professional.
- VII. Integrity: All members must show a high level of integrity.

Any member may be removed from the organization for a lack of any of the above qualities by a majority vote of the board.

No member may vote or lobby for or against any matter pertaining to the SELCOM group where the individual may have a personal interest. All members that have a personal stake in a decision are expected to refrain from influence. Any violation will be reviewed by the board of directors and necessary action will be taken.

## E. Membership Policy

The membership policy defines the process of becoming a member and expectations of all existing members.

- I. Any person may be a member of ARES of Southeast Louisiana, or SELCOM. SELCOM does not discriminate based upon race, gender or any other factor other than character.
- II. Membership is by invitation only. All prospective members must be sponsored by an existing member that is in good standing.
- III. The membership requires the following process:
  - a. Prospective member gets membership application from their sponsor (an existing member, in good standing).
  - b. The Sponsor turns the application in to a board member.
  - c. The prospective member, sponsor and two board members meet and discuss the purpose of the organization and both the organization's and prospective member's expectations. This discussion includes our character requirements.
  - d. After the meeting, the board meets either in person or via conference call and discusses the prospective member. Any questions are directed to the sponsor.
  - e. Once the prospective member is approved, they pay their \$25.00 dues and are considered an active member, in good standing.
- IV. If a member fails to pay their dues by the due date, they are classified as "inactive". They will be kept on the distribution list, but for decisions put to the membership, they will not be allowed to vote. If dues have not been paid after 15 days (July 15<sup>th</sup>), the "inactive" member is removed from the distribution list. If they wish to re-join, they must go through the new member process, including being sponsored by an existing member, in good standing.

## F. Training

The training policy covers all training that is expected of active members. All members are strongly recommended to take as much of this training as possible. This will help us to be effective emergency communicators.

- I. FEMA ICS Training: The FEMA ICS Training that is available at <http://www.training.fema.gov/EMIWeb/IS/ICSResource/TrainingMaterials.htm> is extremely helpful and valuable. We recommend the following classes:
  - a. ICS-100
  - b. ICS-200
  - c. ICS-700
  - d. ICS-800
- II. American Red Cross Training: Most American Red Cross training is free. We recommend the following classes:
  - a. First Aid
  - b. Disaster Assessment
  - c. Shelter Management
- III. American Radio Relay League (ARRL) Training: There are some ARES courses available from the ARRL that are helpful. We recommend the following:
  - a. ARECC Level 1