

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

Table of Contents

ARTICLE I NAME

Section 1.1 Fiscal Year

Section 1.2 Principal Office

ARTICLE II OBJECTIVE

ARTICLE III MEMBERS

Section 3.1 Membership

Section 3.2 Terms of Membership

Section 3.3 Levels of Membership

Section 3.4 Membership Renewal

Section 3.5 Membership Age Restrictions

ARTICLE IV

Section 4.1 Officers

Section 4.2 Qualifications

Section 4.3 Elections and Terms of Office

Section 4.4 Vacancies

Section 4.5 Duties

ARTICLE V

Section 5.1 Subcommittees

ARTICLE VI MEETINGS

Section 6.1 Quorum

Section 6.2 Rescheduling Meetings

Section 6.3 Open Meetings

Section 6.4 Special Meetings

ARTICLE VII NONPROFIT

Section 7.1 History

ARTICLE VIII

Section 8.1 Amendment of Bylaws

Section 8.2 Amendment Vote

ARTICLE IX DISSOLUTION

Section 9.1 Dissolution of TCDART

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

ARTICLE I – NAME

The Thurston County Disaster Assistance Response Team, hereinafter referred to as TCDART, was established in 2013, and became a 501(c) (3) in January 2019 under the direction of The Thurston County Department of Emergency Management, TCDART is a volunteer community citizens group that incorporates official training programs developed through the Federal Emergency Management Agency and local emergency management.

SECTION I Fiscal. Year

The fiscal year for this organization shall begin on January 1 and end on December 31.

SECTION II Principal Office

The principal office for the transaction of the business of the organization will be at the Thurston County Emergency Coordination Center. In the event the location must change it can be established any place or places within the County of Thurston, State of Washington, by resolution of the board.

ARTICLE II – OBJECTIVE

The objective of TCDART is to provide trained volunteers to assist in emergencies and/or disasters by educating citizens to be better prepared to take care of themselves, family, friends, and neighbors in the event of a disaster of any type until trained emergency responders can arrive. Disaster Assistance Response Team/Community Emergency Response Teams are emergency management resources and volunteer pools from which to draw help during an emergency, and to perform projects that improve the community's preparedness and safety.

ARTICLE III – MEMBERS

SECTION I Membership

The membership of TCDART shall be volunteers of the local community who have successfully completed the required training and final drills as determined by the Coordinator of Thurston County Emergency Management/President/Board of Trustees.

SECTION II Terms of Membership

Thurston County members shall remain members, once trained; until they voluntarily resign or are asked to resign for conduct unbecoming (an activity that would bring discredit to the organization or its members) inability to preform assigned tasks or illegal activities, as voted on by a qualified quorum of members at a regularly scheduled meeting, or as deemed appropriate by the Coordinator of Thurston County Department of Emergency Management/President/Board of Trustees. Further definitions refer to DART Handbook and Signed documents from orientation.

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

SECTION III Levels of Membership

TCDART shall consist of three levels of membership, which are determined by intention, service, and participation in community events per calendar year beginning January 1st and ending December 31st the minimum of a Level I is required to have member voting rights. If trainings are not offered in the calendar year due to extenuating circumstances an extension can be granted and approved by the elected board members.

Level I: Level I membership shall be the beginning level upon completion of the required TCDART training. If Level I members intend to maintain their “active” status, they must complete IS 100, 200 and 700 courses, AED/CPR/First AID and CERT Certified within the first year of membership. Once achieved will be qualified to have voting member rights.

Level II: Level II membership will be attained by volunteering a total of 10 documented hours of community events and participation in one emergency drill and/or training session per year. *Only 3 hours of the required documented hours may be accrued from online training.* In addition, all Level II members will need to complete IS 100, 200 and 700 courses AED/CPR/First AID and CERT Certified within the first year of membership. Once achieved will be qualified to have voting member rights.

Level III: Level III membership will be attained by volunteering a total of 20 documented hours of community events and participation in one emergency drill and/or training session per year. *Only 6 hours of the required documented hours may be accrued from online training.* In addition, all Level III members will need to complete IS 100, 200 and 700 courses, AED/CPR/First AID and CERT Certified within the first year of membership. Once achieved will be qualified to have voting member rights.

SECTION IV Membership Renewal

TCDART Level I membership shall be for a period of one year, renewable upon annual contact with the Thurston County Department of Emergency Management. The annual contact shall consist of an email or telephone call to update contact information. If this requirement is not met, membership will be terminated. If the member should request reinstatement, TCDART officers will conduct an interview with the member to determine if the member should be reinstated.

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

SECTION V Membership Age Restrictions

No one under the age of 18 will be able to participate in real live events unless approved by Thurston County DEM or TCDART leadership. Persons under 18 may participate in trainings with appropriately signed waiver.

ARTICLE IV – OFFICERS

SECTION I Officers

The elected officers of TCDART shall be the President, Vice- President, Secretary, Treasurer, Trustee 3yr, Trustee 2yr, and Trustee 1yr. Appointed officers will be the Training, Outreach, Fundraising and Media Officer. Each of the respective officers can, in-turn appoint an assistant. The line of succession shall follow that order in the event an officer is unable to carry out his/her duties.

SECTION II Qualifications

All elected TCDART officers must be and maintain a Level III status. If they are unable to do so, a special election must take place within 30 days to elect a new officer.

SECTION III Elections and Term of Office

The election of officers shall take place at the regularly held monthly meeting in September of each odd numbered year. The officers shall hold office for a term of two (2) years. There will be no term limits. Special circumstances will be addressed by the Leadership Board for medical or emergency leave and will adjust accordingly. Nominations will begin at the June membership meeting, second nominations at the July membership meeting, and final vote will be the August Membership Meeting of the election year.

SECTION IV Vacancies

A vacancy in any office of the group may be filled for the un-expired term by an election at the next monthly meeting of the group. Termination of membership of TCDART shall result in the automatic vacating of any office the member may hold.

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

SECTION V Duties

The **President** and **Vice-President** shall have such powers and duties as may be prescribed by custom or parliamentary rules for office. The President and Vice-president shall also perform additional duties as set by the group. The President shall set the agenda for each monthly meeting and distribute it to the membership at least five (5) days before the scheduled meeting.

The **Secretary** shall record and distribute minutes of each meeting to the membership a minimum of five (5) days before the scheduled meeting. Attend all meetings unless excused and be linked to the bank account. The **Treasurer** shall obtain and maintain all required documents and procedures for the position, sign the bank registry for the checking account, keep a treasury log, and report to the group at each regularly scheduled meeting. The **Trustee 3rd Year** along with the **Trustee 2nd Year**, and the **Trustee 1st Year**, will be responsible for yearly audits of the finances, disciplinary of membership, and overall decision-making processes with the President and Vice President.

The **Training Officer**, in conjunction with the TCDART President, plans the training agenda for the year. The officer will provide appropriate training or arrange for a DART/CERT or skills specific certified instructors to provide the scheduled training. The **Outreach Coordinator** shall be responsible for scheduling and maintaining records associated with Outreach and any other tasks as needed. The **Fundraising Coordinator** shall be the lead in all planning, organization, and decision making of prescribed fund-raising activities as requested by the group. The **Media Officer** shall be responsible for social media, member communications, and other duties deemed essential by the TCDART members.

ARTICLE V – SUBCOMMITTEES

SECTION I Subcommittee

The President of TCDART or the Trustees may appoint subcommittees as needed to investigate, research, prepare or analyze information and data relative to the group. A designated member of TCDART shall chair subcommittees, although non-members may serve as subcommittee members or resource persons.

ARTICLE VI - MEETINGS

SECTION I Quorum

A minimum of three (3) elected board members and six (6) general members present at the scheduled meeting shall constitute a quorum for the transaction of business. A majority vote of the quorum shall be sufficient for the adoption of any motion. Members constituting a Quorum for a vote will be a minimum Level 1 qualified for voting qualification. Meetings will be in person with the virtual option in times when in person meetings are not possible or permitted.

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

SECTION II Rescheduling Meetings

In the event a meeting must be cancelled, the President or a member of the leadership team will reschedule the meeting. Members are to be notified no later than five (5) days in advance of the cancellation and the rescheduled date. In case of an emergency, notification will be given as soon as possible via telephone and email communication.

SECTION III Open Meetings

All meetings of TCDART shall be open to the public. To facilitate the order of the meetings there shall be an item on each agenda to provide interested citizens an opportunity to address comments or proposals.

SECTION IV Special Meetings

The President can establish a special meeting when necessary. Notification of the meeting will be sent out in the normal matter (via email or by phone) to the membership at least ten (10) days prior to the special meeting date.

ARTICLE VII – NONPROFIT ORGANIZATION

SECTION I History

TCDART was created by Thurston County Department of Emergency Management to assist with public outreach and disaster response.

TCDART members voted in October 2016 to form a 501(c) (3) nonprofit organization in order to become a standalone entity from Thurston County Department of Emergency Management. The nonprofit is called Thurston County Disaster Assistance Response Team. The by-laws were signed into effect in November 2018.

ARTICLE VIII – BYLAW AMENDMENTS

SECTION I Amendment of Bylaws

A copy of all proposed amendments to these bylaws will be viewed by the membership two meetings prior to the vote, (unless emergency circumstances require a timelier vote, the issue can be voted on by the leadership board) shall be distributed to each TCDART member no later than 10 days prior to the meeting date at which the action is to be taken on the amendment.

SECTION II Amendment Vote

An affirmative vote of a quorum of qualified voting members present at a regularly scheduled meeting shall be required to adopt new articles or to amend the bylaws.

BYLAWS OF THURSTON COUNTY DISASTER ASSISTANCE RESPONSE TEAM OF THURSTON COUNTY WASHINGTON

ARTICLE IX – DISSOLUTION

SECTION I *Dissolution of TCDART*

If for any reason TCDART and the 501 (c) 3 is dissolved all properties and monies will be transferred to Thurston County Department of Emergency Management.

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