

BYLAWS

Craven County Disaster Recovery Alliance

ARTICLE 1 Organization Name

Section 1: The name of the organization shall be Craven County Disaster Recovery Alliance (CCDRA).

ARTICLE 2 Purpose

Section 1: The CCDRA sets forth these Bylaws to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business, volunteers, and other organizations and agencies which will provide coordinated disaster recovery efforts to the residents of Craven County, North Carolina, affected by disasters by facilitating collaborative resource efforts among public, private, interfaith, and voluntary organizations and agencies. The Mission of the Craven County Disaster Recovery Alliance is to strengthen area wide disaster coordination through information sharing, simplifying the access to available resources for individuals and families, and jointly resolving cases with unmet needs from disasters.

Section 2: CCDRA will provide coordinated management of the long-term recovery process to residents of Craven County, North Carolina, and provide additional long-term assistance to individuals affected by disasters who do not have adequate personal resources for basic needs as a result of disasters.

Section 3: CCDRA will provide spiritual, emotional, physical and financial resources to those affected by the disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference.

ARTICLE 3 Members

Section 1: **Organizational Member.** Each participating faith-based (diocese, presbytery, conference, *et al.*), non-profit, governmental, business, and other organizations and agencies providing measurable financial support, material, and/or labor for the work of CCDRA will be considered an "Organizational Member" at the request of the organization. Organizational Members shall designate one individual to represent the Organizational Member at meetings of CCDRA.

Section 2: **Individual Member:** Individuals who demonstrate special interests in the mission and purpose of CCDRA, and through their education, training, experience, or ability to provide measurable resources beneficial to CCDRA may be considered for approval by CCDRA as an "Individual Member."

ARTICLE 4 Eligible Voters

Section 1: Each Organizational Member may designate one representative from its organization to vote on matters coming before CCDRA.

Section 2: Each Individual Member may vote on matters coming before CCDRA.

ARTICLE 5 Meetings of CCDRA

Section 1: Meetings of CCDRA may be at the call of the **Chair** or any two of the CCDRA Executive Committee members.

Section 2: Regularly scheduled meetings of CCDRA Members may be established. Notice of these meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to all Members.

Section 3: Special Meetings of CCDRA Members may be called, providing the call shall clearly state the purpose for the meeting, and the time and place shall be given electronically or by written notice at least seven days in advance to all Members.

Section 4: **Annual Meeting.** So long as CCDRA exists, there shall be at least one meeting of the Members annually called by the Chair to review previous activities, accomplishments, and improvements and to establish plans for future CCDRA activities.

ARTICLE 6 Quorum

Section 1: A quorum for transaction of matters coming before the CCDRA Membership shall consist of at least 50% plus one of voting Members present.

ARTICLE 7 Officers

Section 1: There shall be elected from the Members of CCDRA:

1. A **Chair** who shall preside at all meetings and perform other functions as deemed necessary by the Executive Committee.
2. A **Vice-Chair** who shall preside in the absence of the Chair, or at other times deemed necessary by the chair, and perform other functions as deemed necessary by the Executive Committee
3. A **Secretary** who shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the Executive Committee. If the Secretary is unable to attend a meeting, the Chair or presiding Executive Committee member shall appoint a secretary pro tem for that meeting.
4. A **Treasurer** who shall receive, deposit and account for any financial matters of CCDRA, providing regular financial reports to the Members, and perform other functions as deemed necessary by the Executive Committee.

Officers shall serve a one year term which may be renewed.

Section 2: A **Director** may be selected by the Executive Committee, with the approval of the Members, to direct and coordinate the effective implementation of CCDRA's mission, purpose, goals, objectives, and policies. The Director shall act as the CCDRA's chief executive officer.

ARTICLE 8 Executive Committee

Section 1: The Executive Committee shall be composed of the Officers and each Standing Subcommittee chair. The Executive Committee shall provide supervision and direction of CCDRA's operational matters.

Section 2: The Executive Committee shall meet at the call of the Chair to perform such actions related to administrative and operational overview of the affairs of CCDRA, including but not limited to:

1. Hiring, evaluating, and terminating staff, whether compensated or volunteer.
2. Engaging and executing contracts, agreements, and polices.
3. Public relations and communications.
4. Financial controls, accountability, audits, and reports.

Section 3: Except as otherwise required for regulatory or legal requirements, or these Bylaws, the Executive Committee shall have all the authority of CCDRA in the management of CCDRA during such time as CCDRA is not meeting and may authorize contracts and agreements as necessary or required.

Section 4: A simple majority of the Executive Committee must be present to conduct business.

ARTICLE 9 Subcommittees

Section 1: CCDRA may create such temporary or permanent subcommittees and task forces made up of its members or other persons as agreed upon. These subcommittees and task forces shall have such authority as CCDRA directs.

Section 2: The following four committees are considered ***Standing Committees*** of CCDRA.

1. **Finance Committee:** (Donations, Fund Raising, and Accounting) – Works to secure grants, donations and other resources for CCDRA and coordinates with other entities (e.g., manufacturers, suppliers, etc.) to secure donations and funding. Responsible for the financial controls and accounting of CCDRA.

2. **Construction Committee:** Oversees the coordination and scheduling of all rebuilding projects for cases approved by the CCDRA process – a project manager function.

3. **Case Management Committee:** Reviews cases for submission to the Unmet Needs Committee. This committee also provides and/or marshals professionals to provide counseling to address emotional and spiritual needs of clients.

4. **Unmet Needs Committee:** Receives and acts on referrals from Case Management Committee. Consists of Members and non-members bringing money (cash financial support), materials (donations, equipment, supplies furniture, appliances, etc.), or muscle (volunteer labor crews and expertise) to meet the needs of individuals who have been served by the case management process.

Section 3: Subcommittee Structure and Organization:

1. Subcommittees must consist of at least three individuals.
2. Subcommittee members may consist of both CCDRA Members and other subject matter experts.
3. Each subcommittee will be chaired by a Member of CCDRA.
4. Subcommittees may be staffed by a "Coordinator."
5. Subcommittee staffing may be provided by hired staff, loaned staff, grant-funded positions, contracted services, volunteers, or any combination of the above.

ARTICLE 10 Vacancies and Nominating Process

Section 1: CCDRA Officer vacancies shall be filled through a special election by the Members in accordance with these Bylaws.

Section 2: The Executive Committee shall determine the appropriate process for securing nominations from among the Members for vacancies, announcing the nomination process and conducting an election.

ARTICLE 11 Fiscal Agent

Section 1: The Fiscal Agent for CCDRA shall be United Way of Coastal Carolina, a North Carolina nonprofit organization, (“United Way”), which shall accept and disperse donations and funds on behalf of CCDRA as directed by the Executive Committee. CCDRA shall comply with the standards outlined in the Memorandum of Understanding (“MOU”) with United Way, and comply with charitable aims and purposes.

ARTICLE 12 Financial Reports

Section 1: Financial reports will be produced in accordance with direction of the Executive Committee and will be subject to approval of the Members.

ARTICLE 13 Rules

Section 1: Business of CCDRA will be conducted in accordance with *Robert’s Rules of Order*.

ARTICLE 14 Client Selection Policy

Section 1: A Client Selection Policy shall be established and implemented by CCDRA. CCDRA shall develop, approve, and implement a policy outlining client selection criteria, standards, and guidelines, including the distribution of funds, which structures and directs the work of the CCDRA’s case management process. The Client Selection Policy may be amended from time to time by vote of the CCDRA Members.

ARTICLE 15 Amendments

Section 1: These Bylaws may be amended, subject to agreements and the laws of the State of North Carolina, at any meeting of CCDRA Membership by a two-thirds vote of the Members present, providing that a full written account of the proposed changes have been sent to all Members at least fourteen days prior to the meeting.

ARTICLE 16 Dissolution of CCDRA

Section 1: An exit process will be developed by the Executive Committee, approved by the Members, that allows for the dissolution of CCDRA. The dissolution process must ensure that all cases are closed or forwarded to an appropriate accepting agency for completion. The dispersion of assets shall be recommended by the Members and approved by the CCDRA in order to be in compliance with the charitable purpose of the CCDRA.

APPROVED: *CCDRA Steering Committee*

Date: *January 12, 2017*

APPROVED:



Chair, Craven County Disaster Recovery Alliance

Date:

1-19-17