

BYLAWS OF
BUCHANAN COUNTY, MISSOURI DISASTER LONG TERM RECOVERY COMMITTEE

Our Mission: The residents of Buchanan County Disaster Long Term Recovery Committee have agreed to meet and work together to address the unmet needs of residents of Buchanan County in response to current and future disasters (natural and/or man-made) . We will serve regardless of race, creed, color, gender, disability or religious preference.

We will strive to:

- Provide coordinated management of disaster long-term recovery.
- Provide long-term assistance, as available, to eligible individuals affected by the disaster.
- Advocate for ongoing resources and preparedness cooperating with federal, state, and local government, the faith-based community, civic and voluntary agencies active in disaster.
- While we cannot undo the disaster families and individuals have experienced, we desire to help them establish a new “normal” for their life.

ARTICLE 1 – Purpose of the Committee

The Buchanan County Long Term Recovery Committee sets forth these Bylaws in accordance with the laws of the state of Missouri, as an act of incorporating a not-for-profit organization, to establish and maintain a community-based network, which will provide a coordinated response to current and future disasters that may occur in said counties.

At the inception of the organization we will operate under the fiscal agent – Huffman Memorial United Methodist Church, and will continue in that relationship until such time as the LTRC proceeds to become an independent 501 (C) (3).

A. Members of the LTRC shall include representatives of, but not limited to, Governmental Agencies, Civic Clubs, Religious Groups, Social Service Agencies, Education, Health Care, Agricultural and Business Community, who have provided material or financial support for the work of the LTRC, or are the identified representative from organizations listed above.

B. Only members of the Buchanan County LTRC shall be eligible to vote on matters coming before the corporate meetings, whether stated or special. Voting by proxy or cumulative voting is not allowed.

ARTICLE 2 – Board of Directors

A. The Board of Directors of the Buchanan County Long Term Recovery Committee constitutes its governing body. It shall manage, control, and direct the affairs and

property of the corporation and, subject to these Bylaws, shall have all powers necessary to carry out the purposes of the LTRC as specified in the laws of the United States and state of Missouri.

B. The Members of the Board shall be those persons named as Directors in the Articles of Incorporation, and standing committee chairs. The board shall consist of no less than six, and no more than twelve members. Board members shall serve no more than three years in a position, or they may be terminated by death or resignation.

C. A quorum for transaction of business shall consist of 50% of the total Board.

D. Vacancies in the Board of Directors and any Board position may be filled at any meeting of the Board upon nomination and a vote of 60% of the members of the Board present at such meeting.

E. A Director may resign from the Board at any time by giving notice in writing with an effective date of termination. A Director may be removed by a vote of 75% of the Board members present at any meeting of the Board.

F. An annual meeting of the Buchanan County Long Term Recovery Committee shall be convened in September of each year, which shall include a review of the previous year's activities, election of a slate of officers for the Board, a yearly budget presented for approval, and plans for the future are outlined. Every member will have voice and vote at this meeting.

G. The Board shall convene at regular intervals by the Board Chair, or at the request of two Board Members. These meetings shall be duly publicized.

H. At least fourteen (14) days notice shall be given to each Director for all meetings of the Board. An Emergency meeting of the Board may be called upon attempted contact of all board members using the emergency contact list. Members of the Board shall alert either the Chair or Secretary if they are unable to attend any scheduled or called meeting of the Board prior to the meeting date.

I. All matters shall be decided by a vote of the Directors present at any meeting at which a quorum is present by simple majority, except in changes to the Bylaws, which must receive 60% approval in order to make changes.

J. Any business may be discussed and voted upon at the General Meeting or at a regularly scheduled meeting of the Board. Meetings called to act upon a specific item shall be limited to the business of the call.

ARTICLE 3 – Officers & Committees

A. The Board of Directors shall designate from its members and Executive Committee, which shall include the following officers: Chair, Vice Chair, Secretary, Treasurer. Except as otherwise required by law or these Bylaws, the Executive Committee shall have all the authority of the Board in the management of Buchanan County Long Term Recovery Committee during such time as the Board is not meeting and may authorize contracts and agreements as required. A quorum of the Executive Committee shall be 2/3 of its members. The Executive Committee shall keep minutes of its proceedings and shall report the same to the Board.

B. The Chair of the Board shall be elected by the Board, and shall serve no more than three years in this position. The Chair shall preside at all meetings of the Board and general meetings, and shall have voice at any meeting of the Standing Committees.

C. The Vice Chair of the Board shall be elected by the Board, and shall serve no more than three years. This person shall preside in the absence of the Chair. At the discretion of the Chair may meet with any Standing Committee and be afforded the same rights and privileges of the Chair.

D. The Secretary shall record and keep minutes of every general meeting and Board meeting of the LTRC.

E. The Treasurer shall be the chief financial officer for the LTRC with the responsibility for paying all bills and keeping financial records balanced. The Treasurer shall be an ex-officio member of the Finance Committee with voice and vote.

F. The Finance Committee shall oversee all funds received and disbursed, and develop procedures that separate the two functions. This committee shall be responsible for conducting an annual audit and report to the Board concerning the financial stability of the organization. The Chair of the Finance Committee shall be on the Board.

G. The Fund Raising/Donations Committee shall oversee opportunities for raising funds and accepting donations to do the work of the Committee. The Chair of the Fund Raising/Donations Committee shall be on the Board.

H. Volunteers will be at the heart of the work of the LTRC. The Volunteer Committee shall recruit and deploy volunteers who come to our county to volunteer time to relieve suffering. They shall also locate facilities for housing, meals, and hygiene for groups who volunteer for service. The Chair of this Committee shall be on the Board.

I. Public Relations Committee shall be the designated group to release information to the general public of the work of the LTRC, and to publicize events sponsored by the organization. The Chair of this Committee shall sit on the Board.

J. Case Management Supervisor shall be responsible for the recruitment, training, supervision, and deployment of volunteer case workers in serving clients of Buchanan County. The Case Management Supervisor shall be a member of the Board.

K. Resources Committee shall be responsible for cooperation and collaboration with other agencies in the community that provide disaster recovery resources. The Chair of this Committee shall sit on the Board.

ARTICLE 4 – General Provisions

A. Checks – Two signatures shall be affixed to all checks for payment by the Treasurer. The Finance Committee shall designate up to four counter-signers.

B. Gifts – The Board of Directors may accept on behalf of the Nonprofit Corporation any contribution, gift, or bequest for the work of the LTRC, and shall give written acknowledgment to the donor of any gift valued at \$100 or more.

C. Fiscal Year – The fiscal year for LTRC shall be fixed by the Board of Directors.

D. Staff – The Board shall determine such volunteer or paid staff positions as it shall deem necessary. The Board will be responsible for creating a Job Description. If and when the Board hires a staff, the Board will call a Personnel Committee, which will become a standing Committee on the Board, whose Chair will be a member of the Board.

E. Amendments – Any change to the Bylaws of the Buchanan County Long Term Recovery Committee can be made by the Board members in writing, four weeks prior to a regularly scheduled meeting of the Board, and must receive 60% of present voters, providing a quorum has been achieved. If new Federal or State Law should be enacted that would impact these Bylaws, the Executive Committee shall have the right to make changes in the Bylaws to insure compliance.

ARTICLE 5 – Dissolution

A. Upon the dissolution of the corporation, the Board of Directors shall, after first paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation to another organization exclusively for the purposes of disaster recovery as shall at the time qualify as an exempt organization or organizations under 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.