

BY-LAWS
of the
NORTHWEST CENTRAL LONG-TERM RECOVERY TEAM

draft 2-15-08

Article I Name

Section 1. The name of this organization shall be the “Northwest Central Long-Term Recovery” Team, hereinafter referred to as NWCLTR.

Article II Purpose

Section 1. The purpose of NWCLTR is to partner with the faith communities, volunteer and social service agencies, government, and community-based organizations, which see to address the spiritual, emotional and physical needs of those affected by a federally declared disaster. [Does this need to be federally declared??]

Article III Team Members

Section 1. NWCLTR shall include representatives from each of the following Indiana counties: _____

Section 2. Members of the team shall include representatives of faith-based organizations, volunteer and social service agencies, government, and community-based organizations who are committed to a long-term vision of disaster recovery efforts and initiatives in the Northwest Central district.

Section 3. All team members have voting privileges for general business that shall come before the team.

Section 4. Team members shall elect an Executive Committee comprised of a chairperson, vice-chairperson, and secretary. [do we have a vice-chair??]

Section 5. Team members shall create committees to serve specific needs of the recovery efforts. These committees shall have such authority as the Team directs and shall record minutes and maintain records that shall become part of the permanent records of NWCLTR.

Article IV Officers

Section 1. A Chair shall preside at all meetings and perform other functions as deemed necessary. The Chair shall set the agendas for meetings.

Section 2. A Vice-Chair shall preside in the absence of the Chair and perform other functions deemed necessary by the Executive Committee.

Section 3. The Secretary shall record and preserve minutes of all proceedings and present them for approval at the next meeting. If unable to attend a meeting, the presiding officer shall appoint a secretary pro tem for that meeting.

Section 4. The Executive Committee shall appoint a fiscal agent and other personnel, whether compensated or volunteer.

Section 5. The Executive Committee shall determine the appropriate process for securing nominations from among the Team members for vacancies of any of the offices, announcing the nomination process, and conducting an election.

Article V Meetings

Section 1. Meetings shall be called by the Chairperson of the Team.

Section 2. Meetings shall be held at least annually at a time and place determined by the Chairperson.

Article VI Fiscal Management

Section 1. All gifts and contributions, whether by check or cash, shall be properly recorded and maintained by the appointed fiscal agent.

Section 2. The fiscal agent shall be accountable to the Executive Committee and provide full disclosure of financial records.

Section 3. An annual audit of finances shall be conducted and provided to the Executive Committee.

Article VII Amendments

Except as otherwise provided, the Bylaws may be altered, amended, or repealed, or new Bylaws adopted by a majority vote of the members present at any meeting of the Team, if at least seven (7) days written notice is given each member of the Team of intention to alter, amend, repeal or adopt new Bylaws at such meeting.

Article VIII Dissolution

Upon the dissolution of NWCLTR by a two-thirds vote of the Team members, all assets and liabilities of NWCLTR shall be distributed _____[how?]

QUESTIONS:

Do we have a Vice-Chair? Who is designated Secretary?
Should be name committees (construction, etc.) in bylaws? Might be better to let general statements allow for flexibility.....