

BYLAWS

New Hanover Disaster Coalition

ARTICLE 1 Organization Name

Section 1: The name of the organization shall be New Hanover Disaster Coalition [NHDC]

ARTICLE 2 Purpose

Section 1: The NHDC sets forth these Bylaws to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business, volunteer, and other organizations/agencies which will provide coordinated disaster recovery efforts to the residents of New Hanover County, North Carolina, affected by disasters by facilitating collaborative resource efforts among public, private, interfaith, and voluntary organizations/agencies.

Section 2: NHDC will provide coordinated management of the long-term recovery process to residents of New Hanover 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: NHDC will provide coordinated management of 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 Partner

Section 1: **Organizational Partner.** 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 disaster management in New Hanover County will be invited into a collaborative partnership. An authorized representative of the Partner will be asked to sign the Coalition's Memorandum of Understanding. Organizational Partners shall designate one individual and one alternate to represent the Organizational Partner at meetings of NHDC.

Section 2: **Individual Partner:** Individuals who demonstrate special interests in the mission and purpose of NHDC, and through their education, training, experience, or ability to provide measurable resources beneficial to NHDC will be invited into a collaborative partnership and asked to sign the Coalition's Memorandum of Understanding.

Section 3: **Revocation of Partnership Status.** An approved Organizational or Individual Partnership may be revoked by the Executive Committee if, at the sole discretion of the Executive Committee, continued association with the partner is not in the best interest of the mission of the NHDC.

ARTICLE 4 Meetings of NHDC

Section 1: Meetings of NHDC shall be set by the director in consultation of the co-chairs or any two of the NHDC Executive Committee members.

Section 2: Regularly scheduled meetings of NHDC 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 Partners at least 7 days in advance.

Section 3: Special Meetings of NHDC 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 three days in advance to all Partners.

Section 4: **Annual Meeting.** So long as NHDC exists, there shall be at least one meeting of the Partners annually called by the Co-Chairs to review previous activities, accomplishments, and improvements; to announce new officers; to present annual budget, and to establish plans for future NHDC activities.

ARTICLE 5 Officers

Section 1: Volunteer Officers shall be elected from the Board of Directors:

1. Two **Co-Chairs** who shall preside at all meetings, represent NHDC in the community, and perform other functions as deemed necessary by the Executive Committee. A member of the Executive Committee shall preside in the absence of either Chair or at other times as deemed necessary by the Co-Chairs.

2. **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.

3. **Treasurer** who shall work closely with fiscal agent to receive, deposit and account for any financial matters of NHDC, providing regular financial reports to the Partners, and perform other functions as deemed necessary by the Executive Committee.

4. **Director** who is an at-will employee appointed by the Board of Directors and he or she shall be the Chief Executive Officer of the organization and ex-officio member of the Executive Committee. He/she shall perform such duties as may be required by these Bylaws, the Board of Directors, including but not limited to the following:

A. Intensively promote and cultivate in every reasonable and proper way the purpose and business of the Organization

B. Subject to the approval of the Board, shall appoint, supervise, evaluate, or dismiss any employee of the Organization

C. Submit such reports as required by the Board of Directors

D. Be an ex-officio member of all committees

E. Conduct official correspondence, preserve all books, documents, maintain accurate records, and such other duties as assigned by the Co-chairs or Board of Directors

Section 2: Meetings of NHDC Executive Committee shall be set by the director in consultation of the co-chairs

Section 3: Except as otherwise required for regulatory or legal requirements, or these Bylaws, the Executive Committee shall have all the authority of NHDC in the management of NHDC during such time as the Board of Directors 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.

Section 5: **Term limits.** Officers shall be elected to two-year terms and may serve up to three consecutive terms, or six years. Election of officers shall be staggered to assist with institutional knowledge and continuance. When at all possible, both co-chairs shall not be replaced in the same year.

Section 6: **Removal of Executive Committee member.** Any Executive Committee member may be removed, with or without cause, by a vote of the majority of the Board of Directors.

ARTICLE 6 Board of Directors

Section 1: The volunteer Board of Directors shall not exceed 15 members and shall be composed of:

1. Co-chair
2. Co-chair
3. Secretary
4. Treasurer
5. Director (ex-officio)
6. Representative of Faith based
7. Representative of New Hanover County Government
8. Representative of the business Community
9. Representative of the City of Wilmington Government
10. Representative of Non-profit
11. Representative of NHRMC
12. Representative of law or judicial
13. Representative of the fiscal agent
14. At large member
15. At large member

Section 2: The Board of Directors shall meet at the call of the Director in consultation of the co-chairs to perform such actions related to administrative and operational overview of the affairs of NHDC, including but not limited to:

1. Hiring, evaluating, and terminating staff, whether compensated or volunteer.

2. Engaging and executing contracts, agreements, and policies.
3. Overseeing public relations and representing NHDC in the community.
4. Establishing annual budget.
5. Ensuring accountability and compliance by establishing financial controls, ensuring required audits completed and filed, and submitting reports to funders.
6. Evaluating the effectiveness of the NHDC.
7. Establishing a nominating committee and elect officers, Board members, and committee chairs.

Section 3: Except as otherwise required for regulatory or legal requirements, or these Bylaws, the Board of Directors shall have all the authority of NHDC in the management of NHDC.

Section 4: A simple majority of the Board of Directors must be present to conduct business.

Section 5: **Term limits.** Officers shall be elected to two-year terms and may serve up to three consecutive terms, or six years. Election of officers shall be staggered to assist with institutional knowledge and continuance.

Section 6: **Removal of Board member.** Any board member may be removed, with or without cause, by a vote of the majority of the Board of Directors.

ARTICLE 7 Operations Council

Section 1: NHDC Operations Council is a volunteer representation of the co-chairs of committees and task forces including temporary and permanent.

Section 2: NHDC may create such temporary or permanent committees and task forces made up of its partners or other persons as agreed upon. These committees and task forces shall have such authority as NHDC Board directs.

Section 3: The Operations Council will meet as needed to coordinate efforts between committees and make policy recommendations to the Board. The Director will facilitate meetings and general communication of the Operations Council.

Section 4: Operations Council members may be removed by a majority vote of the Board of Directors.

Section 5: The following eight committees are considered **Standing Committees** of NHDC.

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

2. **Construction Management Committee:** Coordinates resources of multiple entities to rebuild owner occupied homes damaged by disaster in New Hanover County
3. **Case Management & Unmet Needs Committee:** Reviews cases for submission to the Unmet Needs. This committee also provides and/or marshals professionals to provide counseling to address emotional and spiritual needs of clients. Receives and acts on referrals from Case Management partners. Consists of Partners and others 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.
4. **Communication & Advocacy Committee:** The Communication and Advocacy team engages the diverse population of New Hanover County in creative and varied ways to bring valuable and important information and resources to our citizen-survivors during the readiness, relief and recovery phases of disaster.
5. **Donation Management Committee:** Negotiates, accepts, and distributes in kind donations. When possible they are active in prestaging supplies at points of distributions. Donation management actively seeks warehouse space for NHDC.
6. **Volunteer Management Committee:** Works to publicize, recruit and place volunteers needed by the partner agencies of the NHDC from New Hanover County and beyond. Oversees volunteer data management and reporting.
7. **Child Welfare Committee:** The wellness of children is a bell-weather indicator of the wellness of a community. The Child Welfare Committee of the New Hanover Disaster Coalition works to address the unique needs of children (ages 0-18) before, during, and after a disaster, and is especially focused on planning for future events.
8. **Emotional & Spiritual Committee:** The spiritual and emotional wellness committee exists to help provide survivors with a source of emotional support and healing as they navigate their recovery from Hurricane Florence. We do this by providing a compassionate presence, emotional and spiritual counseling and/or prayer. We strive to expand the reach to survivors through area places of worship and faith based organizations as well as community partners who address emotional health needs in New Hanover County.

Section 3: Committee Structure and Organization:

1. Committees must consist of at least three individuals.
2. Committee members may consist of NHDC Partners and other subject matter experts.
3. Each committee will be chaired by a Partner of NHDC. Co-chairs are encouraged to assist with leadership responsibilities and time commitment.

6. Committees will submit reports to the Director.

ARTICLE 8 Vacancies and Nominating Process

Section 1: NHDC Officer vacancies shall be filled through an election by the Board of Directors. An officer candidate must have served on the Board for at least one year.

Section 2: NHDC Board member vacancies shall be filled through an election of the Board of Directors. The Executive Committee shall identify and nominate prospective Board members with the qualifications and interest to advance the mission of the Coalition.

Section 3: NHDC Committee Chair vacancies shall be filled through an election of the Board of Directors. Committee members are encouraged to nominate an active member of the committee to serve as chair.

Section 4: An individual may serve as a Board member and Committee chair at the same time

ARTICLE 9 Fiscal Agent

Section 1: The Fiscal Agent for NHDC shall be a 501c3, non-profit organization, which shall accept and disperse donations and funds on behalf of NHDC as directed by the Board of Directors. NHDC shall comply with the standards outlined in a Memorandum of Understanding (“MOU”) with Fiscal Agent and comply with the Partnership's charitable aims and purposes.

ARTICLE 10 Financial Reports and Budgeting

Section 1: Financial reports will be produced in accordance with the direction of the Board of Directors and will be subject to approval of the Board of Directors.

Section 2: The Executive Committee will solicit input from each Committee chair and develop an annual budget subject to approval of the Board of Directors.

ARTICLE 11 Rules

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

ARTICLE 12 Client Selection Policy

Section 1: A Client Selection Policy shall be established and implemented by NHDC. NHDC 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 NHDC's case management process. The Client Selection Policy may be amended from time to time by vote of the NHDC Board of Directors.

ARTICLE 13 Amendments

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

ARTICLE 14 Dissolution of NHDC

Section 1: An exit process will be developed by the Executive Committee, approved by the Board of Directors, which allows for the dissolution of NHDC. 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 Executive Committee and approved by the Board of Directors.

APPROVED: Board of Directors, Long Term Recovery Group –New Hanover Disaster Coalition
Date:

APPROVED: _____ **Date:** _____
Co- Chair, Long Term Recovery Group – New Hanover Disaster Coalition
_____ **Date:** _____
Co- Chair, Long Term Recovery Group – New Hanover Disaster Coalition

AMENDED: