

## **City of Lynchburg Disaster Recovery Group By-Laws**

### **ARTICLE 1. Long Term Recovery Group Name**

Section A. The name of the organization shall be City of Lynchburg Disaster Recovery Group.

### **ARTICLE 2. Purpose of the LTRG**

Section A. The City of Lynchburg Disaster Recovery Group sets forth these operational procedures to establish and maintain a network, within and on behalf of the faith-based, non-profit, governmental, business and other organization and agencies, which will provide a coordinated recovery effort to the April 15, 2018 Tornado in the City of Lynchburg, Virginia.

Section B. The City of Lynchburg Disaster Recovery Group will provide coordinated management of the long-term recovery to residents and provide additional long-term assistance to individuals affected by the disaster who do not have adequate personal resources for basic needs as a result of the disaster.

Section C. The City of Lynchburg Disaster Recovery Group will provide spiritual, emotional, physical and financial resources to those affected by the disaster without discrimination on the basis of gender, race, color, creed, national origin, age, marital or civil union status, disability, gender identity or sexual orientation or religious preference.

### **ARTICLE 3. Membership**

Section A. Each participating faith-based, non-profit, governmental, business, and/or other organization and agency providing financial support, material, and/or labor for the work of City of Lynchburg Disaster Recovery Group is considered eligible for membership to the Organization.

Section B. No Member Organization shall provide preferential treatment for any person or organization, or engage in conduct that will compromise the City of Lynchburg Disaster Recovery Group compliance with local, state or federal law and regulations and the City of Lynchburg Disaster Recovery Group commitment to serving the best interests of survivors.

Section C. No individual or Member Organization shall act as a representative of another Member Organization or utilize the logo(s) and/or trademark(s) of other Member Organizations without express written permission.

### **ARTICLE 4. Eligible Voters**

Section A. Only one (1) representative of each Member Organization shall be eligible to vote on matters coming before City of Lynchburg Disaster Recovery Group.

## **ARTICLE 5. Meetings of the City of Lynchburg Disaster Recovery Group**

Section A. All meetings of the City of Lynchburg Disaster Recovery Group will be at the call of the Chair or any two of the City of Lynchburg Disaster Recovery Group Executive Committee Members.

Section B. Regularly scheduled meetings of the City of Lynchburg Disaster Recovery Group 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 Member Organizations.

Section C. Special meetings of the City of Lynchburg Disaster Recovery Group 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 one week (7 days) in advance to all Member Organizations.

## **ARTICLE 6. Quorum**

Section A. A quorum for the transaction of City of Lynchburg Disaster Recovery Group business shall consist of at least 50% (rounded up) plus one of the voting Member Organization voters present.

## **ARTICLE 7. Officers**

Section A: There shall be individuals elected from the Member Organizations of City of Lynchburg Disaster Recovery Group to fill the following Officer positions:

1. A **Chair** shall preside at all meetings, directs and coordinates the effective implementation of the mission, goals, and strategies of City of Lynchburg Disaster Recovery Group as established by the bylaws and policies, and perform other functions as deemed necessary by the Executive Committee. A member of the Executive Committee shall preside in the absence of the Chair or at other times as deemed necessary by the Chair.
2. A **Secretary** shall record and preserve all minutes of the meetings, (manage membership, establish the quorum) and perform other functions as deemed necessary by the Executive Committee. If unable to attend a meeting, the Chair or presiding Executive Committee member shall appoint a secretary pro tem for that meeting.
3. A **Treasurer** shall receive, deposit and account for any financial matters of the City of Lynchburg Disaster Recovery Group, provide regular financial reports to the Executive Committee and Member Organizations, and perform other functions as deemed necessary by

the Executive Committee. The Treasurer shall account for any financial matters of Lynchburg Disaster Recovery Group, provide regular financial reports to the Executive Committee and Member Organizations, and perform other functions as deemed necessary by the Executive Committee. The Treasurer shall work with the Finance Committee and Fiscal Agent to establish proper accounting and reporting procedures.

## **ARTICLE 8. Executive Committee**

Section A. The Executive Committee of City of Lynchburg Disaster Recovery Group shall be comprised of the Officers and Coordinators for all established sub-committees.

Section B. The Executive Committee of City of Lynchburg Disaster Recovery Group shall provide direction for the City of Lynchburg Disaster Recovery Group.

Section C. The Executive Committee shall meet at the call of the Chair to perform such actions related to administrative overview of the affairs of City of Lynchburg Disaster Recovery Group including but not limited to:

1. Hiring, evaluating and terminating of staff, whether compensated or volunteer.
2. Establishing policies, procedure and/or guidelines.
3. Engaging and executing contracts and agreements.
4. Public relations.

Section D. Except as otherwise required by law or by other established operational procedures of City of Lynchburg Disaster Recovery Group, the Executive Committee shall have all the authority of City of Lynchburg Disaster Recovery Group in the management of City of Lynchburg Disaster Recovery Group during such time as City of Lynchburg Disaster Recovery Group is not meeting and may authorize contracts and agreements as required to meet the mission of City of Lynchburg Disaster Recovery Group.

Section E. A simple majority of the Executive Committee must be present to conduct business. Decisions may be made by a simple majority of those present.

## **ARTICLE 9. Sub-committees**

Section A. City of Lynchburg Disaster Recovery Group may create such permanent or temporary sub-committees made up of its members or other persons as agreed upon. These sub-committees shall have such authority as City of Lynchburg Disaster Recovery Group directs.

Section B. Each Sub-committee shall have a Coordinator who shall be responsible for the management of the sub-committee and shall serve on the City of Lynchburg Disaster Recovery Group Executive Committee.

Section C. The following are permanent sub-committees of City of Lynchburg Disaster Recovery Group:

1. Finance Sub-committee: Establishes proper financial management procedures, secures incoming grants and/or financial donations for City of Lynchburg Disaster Recovery Group.
2. Donations Management Sub-committee: Coordinates the receipt, inventory and warehousing of in-kind and/or material donations.
3. Construction Management Sub-committee: Oversees the coordination and scheduling of all repairing, rebuilding, and replacement projects for cases approved by the City of Lynchburg Disaster Recovery Group process.
4. Disaster Case Management Sub-committee: Reviews all incoming cases for disaster case management services. Works directly with survivors to establish individual recovery plans and prepares submissions for support by the City of Lynchburg Disaster Recovery Group. This committee can also refer clients to any Member Organization that could meet the survivor's unmet need through its normal service delivery.
5. Volunteer Management Sub-committee: Coordinates the arrival of all incoming volunteer teams. Act as liaison to other recovery organizations for sharing and receiving volunteers and facilitates meeting the accommodation needs of incoming volunteer teams.
6. Disaster Emotional and Spiritual Care Sub-committee: Works closely with the Disaster Case Management Sub-committee to coordinate any emotional or spiritual care needs that survivors may need to assist with their recovery. The committee will work closely with the faith and behavioral care communities and remain non-denominational.

Section D. Sub-committees may consist of one Coordinator or may consist of many members.

## **ARTICLE 10. Vacancies and Nominating Process**

Section A. Nominations for Officers of the Executive Committee will be solicited from the entire membership of the City of Lynchburg Disaster Recovery Group. The time period for the solicitation shall be determined by the sitting Executive Committee and

announced to the membership. If no nominations are received for any of the positions, the sitting Executive Committee may nominate candidates to the positions.

Section B. Any vacancy of the Executive Committee will be filled by a majority vote of the remaining Executive Committee members.

#### **ARTICLE 11. Fiscal Agent**

Section A. A Fiscal Agent is deemed necessary for the City of Lynchburg Disaster Recovery Group and shall be a 501(c)3 organization which shall accept and disburse financial donations on behalf of City of Lynchburg Disaster Recovery Group as directed by a vote of the City of Lynchburg Disaster Recovery Group.

#### **ARTICLE 12. Financial Reports**

Section A. Financial reports will be produced in accordance with the direction of the Executive Committee and will be subject to approval of the City of Lynchburg Disaster Recovery Group.

#### **ARTICLE 13. Rules**

Section A. Business of City of Lynchburg Disaster Recovery Group will be conducted in accordance with *Robert's Rules of Order*.

#### **ARTICLE 14. Client Selection Criteria**

Section A. City of Lynchburg Disaster Recovery Group is committed to providing recovery support for City of Lynchburg individuals who do not have adequate personal resources for basic needs as a result of the disaster.

Section B. A written set of selection criteria of clients shall be established and approved by City of Lynchburg Disaster Recovery Group to guide the work of City of Lynchburg Disaster Recovery Group and the case management process. The selection criteria and/or guidelines for the distribution of funds may be amended in response to changing circumstances by vote at a regular or special meeting of City of Lynchburg Disaster Recovery Group.

#### **ARTICLE 15. Amendments**

Section A. These Bylaws may be amended at any regular or special meeting of the City of Lynchburg Disaster Recovery Group by a two-thirds vote of the voters present, providing that a full written account of the proposed changes have been sent to all Member Organizations two weeks (14 days) prior to the meeting.

#### **ARTICLE 16. Dissolution of City of Lynchburg Disaster Recovery Group**

Section A. An exit strategy will be developed that allows for the dissolution of City of Lynchburg Disaster Recovery Group, that ensures all cases are closed or forwarded to a member agency for completion and the disbursement of assets shall be determined by the Executive Committee.

***APPROVED: June 11, 2018***

***AMENDED:***