

HAWAI`I ISLAND DISASTER ASSISTANCE, RESPONSE AND RECOVERY TEAM BYLAWS

ARTICLE 1. Group Name

Section A. The name of the organization shall be Hawai`i Island Disaster Assistance, Response and Recovery Team, hereinafter referred to as HI-DARRT.

ARTICLE 2. Purpose of HI-DARRT

Section A. HI-DARRT sets forth the operational procedures to establish and maintain a network, within and on behalf of faith-based, civic-based, community-based, non-profit and governmental organizations and/or agencies and private businesses in order to provide a coordinated recovery effort to the Kilauea volcano eruption and earthquakes during the spring and summer of 2018 that affected Hawai`i County, Hawai`i, and any additional local, state, or federally declared disaster deemed to affect the Hawai`i County as approved by the Voting Member Organizations.

Section B. HI-DARRT will coordinate the short-term disaster assistance and long-term recovery efforts of the member organizations to individuals and groups affected by the disaster.

Section C. HI-DARRT will identify resources and potential members who can aid in response and recovery efforts.

Section D. HI-DARRT will advocate for resources necessary to address identified needs in the process of response and recovery.

Section E. HI-DARRT will coordinate disaster and recovery efforts without discriminating 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. All faith-based, civic-based, community-based, non-profit and governmental organizations and/or agencies and private businesses that are able to provide financial, material, and/or labor support for the work of HI-DARRT are welcome to participate. All Member Organizations must have a commitment to providing assistance to individuals and groups affected by the disaster. All Member Organizations must serve, at minimum, as an officer of HI-DARRT or on at least one committee.

Section B. An organization meeting the above criteria may apply to become a Member Organization of HI-DARRT by completing an application. Multiple attendees may represent one Member Organization, but each Member Organization in good standing receives only one (1) vote.

Section C. To retain an active membership in good standing, a member organization must attend at least 50% of the general meetings in the previous twelve months.

Section D. It shall be the responsibility of the membership of HI-DARRT to elect officers annually and to review and amend the by-laws as needed to facilitate the smooth functioning of HI-DARRT.

Section E. No Member Organization shall provide preferential treatment for any person or organization or engage in conduct that will compromise HI-DARRT compliance with local, state or federal laws and regulations and HI-DARRT's commitment to serving the best interests of survivors.

Section F. 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 in good standing shall be eligible to vote on matters coming before HI-DARRT.

ARTICLE 5. Meetings of the HI-DARRT general membership

Section A. All meetings of HI-DARRT will be at the call of a Chair or any two of HI-DARRT Executive Committee Members.

Section B. HI-DARRT may establish a regular meeting schedule.

Section C. HI-DARRT members will receive notice of the time and place of all meetings.

Section D. Special meetings of HI-DARRT 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.

Section E. HI-DARRT shall meet at least once annually.

ARTICLE 6. Quorum of HI-DARRT

Section A. A quorum for the transaction of HI-DARRT business shall consist of at least 50% rounded up plus one of the voting Member Organization voters present.

ARTICLE 7. Vacancies and Nominating Process

Section A. After the initial 2-year term, nominations for Officers of the Executive Committee will be solicited from the entire membership of HI-DARRT. The time period for the solicitation shall be determined by the sitting Executive Committee but shall not be less than one week and shall be 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 may be filled by a majority vote of the remaining Executive Committee members.

ARTICLE 8. Officers

Section A: After the initial 2-year term, there shall be individuals elected from the Member Organizations in good standing of HI-DARRT to fill the following Officer positions:

1. There shall be two (2) Co-Chairs. At least one Co-Chair shall preside at all meetings, directing and coordinating the effective implementation of the mission, goals, and strategies of HI-DARRT as established by the bylaws and policies, and perform other functions as deemed necessary by the Executive Committee.
2. A Recording Secretary shall record and preserve all minutes and records of the meetings, and perform other functions as deemed necessary by the Executive Committee.
3. A Membership Secretary is responsible for managing membership, establishing quorum and performing other functions as deemed necessary by the Executive Committee.

Section B. Officers are elected for terms of two (2) years. Officers may serve up for two (2) consecutive terms in any given Officer position. After two (2) consecutive terms, an Officer may serve in a different capacity or abstain from participation in the Executive Committee for a period of at least one (1) year.

ARTICLE 9. Executive Committee

Section A. The Executive Committee of HI-DARRT shall be comprised of the Officers and Coordinators for all established committees.

Section B. The Executive Committee of HI-DARRT shall provide direction for HI-DARRT.

Section C. The Executive Committee shall meet at the call of the Chair to perform such actions related to administrative affairs of HI-DARRT, including but not limited to:

1. Establishing policies, procedures and/or guidelines.
2. Engaging and executing contracts and agreements.
3. Public relations.

Section D. Except as otherwise required by law or by other established operational procedures of HI-DARRT, the Executive Committee shall have all the authority of HI-DARRT in the management of HI-DARRT during such time as HI-DARRT is not meeting.

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.

Section F. There shall be no more than two representatives from a single organization who serve on the executive committee during a single term.

ARTICLE 10. Committees

Section A. The Executive Committee may create such permanent or temporary committees made up of its members or other persons as agreed upon. These committees shall have such authority as the Executive Committee directs.

Section B. Each committee shall have two Co-Chairs who shall be responsible for the management of the committee and shall serve on HI-DARRT's Executive Committee.

Section C. The following are permanent committees of HI-DARRT:

1. Resources Coordination Committee: Creates a resource inventory and maps, tracks, and facilitates resources and services, which may include: financial, in-kind and/or material donations, repair and rebuilding projects, volunteer coordination, and emotional and spiritual care.
2. Disaster Case Coordination and Data Management Committee:

- a. Short-Term: Ensures that every individual or group affected by disaster is captured through an intake process. Coordinates referrals to assistance. Reports data to HI-DARRT.
 - b. Longer-Term: Ensures that resources are available, when possible, to provide case-management to facilitate successful individual recovery.
3. Communications Committee: Facilitates communication to the public identifying resources and assistance available to people affected by the disaster and ways for the public to participate in the response and recovery. Tells a timely, compelling and accurate story about response and recovery efforts as well as stories of resiliency to take advantage of prime opportunities to inform and identify funders, in-kind donations, and volunteers.

ARTICLE 11. Rules

Section A. Business of HI-DARRT will be conducted in accordance with *Robert's Rules of Order*.

ARTICLE 12. Amendments

Section A. These Bylaws may be amended at any regular or special meeting of HI-DARRT 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 one week (7 days) prior to the meeting.

APPROVED: August 22, 2018

AMENDED:

The founding Executive Committee is as follows:

1. Co-Chairs
 - a. Sharon Hirota
 - b. Brandee Menino
2. Secretaries
 - a. Recording Secretary – Malu Debus
 - b. Membership Secretary – Beth Murph
3. Resources Coordination Co-Chairs
 - a. Pastor Dion Maeda

- b. Clarysse Nunokawa
- 4. Disaster Case Coordination and Data Management Coordination Co-Chairs
 - a. Paul Normann
 - b. Rachelle Agrigado
- 5. Communications Coordination Co-Chairs
 - a. Kimo Alameda
 - b. Kristen Alice Apruzzese