

Table of Contents

ARTICLE I NAME

Section 1.1 Fiscal Year

Section 1.2 Principal Office

ARTICLE II OBJECTIVE

ARTICLE III

MEMBERS

Section 3.1 Membership

Section 3.2 Terms of Membership

Section 3.3 Levels of Membership Section

3.4 Membership Age Restrictions

ARTICLE IV OFFICERS

Section 4.1 Officers

Section 4.2 Qualifications

Section 4.3 Elections and Terms of Office

Section 4.4 Vacancies

Section 4.5 Duties

ARTICLE V SUBCOMMITTEES

Section 5.1 Subcommittees

ARTICLE VI MEETINGS

Section 6.1 Quorum

Section 6.2 Rescheduling Meetings

Section 6.3 Open Meetings

Section 6.4 Special Meetings

ARTICLE VII RULES OF ORDER

Section 7.1 Rules of Order

ARTICLE VIII NONPROFIT

Section 8.1 History

ARTICLE IX BYLAWS AMENDMENT

Section 9.1 Amendment of Bylaws

Section 9.2 Amendment Vote

ARTICLE X DISSOLUTION

Section 10.1 Dissolution of TCDART

APPENDIX A
Amendment Record

1 **ARTICLE I – NAME**

2 The Thurston County Disaster Assistance Response Team, hereinafter referred to as TCDART,
3 was established in 2013, and became a 501(c) (3) in January 2019 under the direction of The
4 Thurston County Emergency Management hereinafter referred to as TCEM. TCDART is a
5 volunteer community citizens group that incorporates official training programs developed through
6 the Federal Emergency Management Agency and local emergency management.

7
8 SECTION I Fiscal Year

9 The fiscal year for this organization shall begin on January 1 and end
10 on December 31.

11
12 SECTION II Principal Office

13 The principal office for the transaction of the business of the organization will
14 be at the Thurston County Emergency Coordination Center at 9521 Tilley Rd
15 SW Olympia, WA 98512. In the event the location must change it can be
16 established any place or places within the County of Thurston, State of
17 Washington, by resolution of the board.

18
19 **ARTICLE II – OBJECTIVE**

20 The objective of TCDART is to provide trained volunteers to assist in emergencies and/or disasters
21 by educating citizens to be better prepared to take care of themselves, family, friends, and neighbors
22 in the event of a disaster of any type until trained emergency responders can arrive. Disaster
23 Assistance Response Team/Community Emergency Response Teams are emergency management
24 resources and volunteer pools from which to draw help during an emergency, and to perform projects
25 that improve the community’s preparedness and safety.

26
27 **ARTICLE III – MEMBERS**

28 SECTION I Membership

29 The membership of TCDART shall be volunteers of the local community who
30 have successfully completed the required training and final drills as determined
31 by the Public Outreach and Education Coordinator of TCEM, TCDART
32 President and Board of Trustees.

33 Upon resignation or termination of membership, all TCDART property –
34 physical or digital – must be returned to the organization within fourteen days.
35 This includes ID badge, key cards, keys, electronics, CERT backpack, and
36 apparel or any other items belonging to TC DART. Failure to do so may result
37 in additional steps to recover the property, which could include administrative or
38 legal action as permitted by law.

39
40
41 SECTION II Terms of Membership

42 Thurston County members shall remain members, once trained; until they voluntarily resign or are asked to resign for
43 conduct unbecoming (an activity that would bring discredit to the organization or its members) inability to perform

44 assigned tasks or illegal activities, as voted on by a qualified quorum of members at a regularly scheduled meeting, or as
45 deemed appropriate by the Executive Board. For further definitions, refer to the signed documents from orientation
46 [Thurston County Volunteer Handbook](#)

47
48
49 SECTION III *Levels of Membership*

50 TCDART Membership shall consist of three levels, determined by intention,
51 service, training, and participation in community events within each calendar
52 year, from January 1st to December 31st. To be eligible for member voting
53 rights, a minimum of Level I membership is required. In the event that training
54 is not offered during the calendar year due to extenuating circumstances, an
55 extension may be granted with approval from the Executive Board members.
56

57 *Level I:* Level I membership shall be the entry level, attained upon completion of
58 the required organizational training, which includes the following:

- 59 • IS 100
- 60 • IS 200 and,
- 61 • IS 700

62
63 To maintain "active" status, Level I members must complete the following
64 requirements within their first year of membership:

- 65 • CERT Basic Training
- 66 • CPR/AED/First Aid Training

67
68 Additional core training shall be met before Level II membership can be attained
69 including:

- 70 • Sandbag Training
- 71 • Shelter Training
- 72 • Emergency Coordination Center (ECC) Training

73
74 *Level II:* Level II membership will be attained by completing level I requirements
75 and volunteering a total of 10 documented hours of community service/events
76 and participation in one emergency drill and/or training session per year.
77

78 *Level III:* Level III membership will be attained by completing level II
79 requirements and volunteering a total of 20 documented hours of community
80 service/events and participation in one emergency drill and/or two training
81 sessions per year.
82
83

SECTION IV Membership Age Restrictions

No one under the age of 18 will be permitted to participate in events unless approved by TCEM or the TCDART Executive Board. Individuals under 18 may participate in training with a properly signed waiver.

ARTICLE IV – OFFICERS

SECTION I Officers

Elected officers of TCDART shall make up the Executive Board which will consist of the President, Vice-President, Secretary, Treasurer, Trustees Position One, Two, and Three, and Training Officer. The line of succession shall follow that order in the event an officer is unable to carry out their duties.

The Executive Board responsibilities shall include:

- Strategic Planning
- Financial Oversight
- Policy Development
- Leadership and Supervision
- Fundraising and Resource Development
- Risk Management
- Compliance
- Membership and Stakeholder Engagement
- Meetings and Reporting
- Advocacy of organization
- Public Relations and Communications

Appointed officers shall consist of the Outreach, Fundraising, and Media Officer. Each of the respective officers can, in turn, appoint an assistant. The appointed officers are not members of the Executive Board.

SECTION II Qualifications

To be eligible for an officer position in TCDART, a member must have Level III status and maintain it throughout their term in office. If they are unable to do so, they will be disqualified from the office they hold, and a special election must take place within 30 days to elect a new officer.

SECTION III Elections and Term of Office

The election of officers shall take place at the regularly held monthly meeting in October of each odd numbered year. The officers shall hold office for a term of two (2) years.

There will be no term limits. Special circumstances will be addressed by the

Executive Board for medical or emergency leave and will be adjusted accordingly. Nominations will begin at the August membership meeting, second nominations at the September membership meeting, and final vote will take place at the October membership meeting. The term of office runs from January 1 to December 31, aligning with the organizational fiscal year.

SECTION IV

Vacancies

A vacancy in any office of the organization may be filled for the un-expired term by an election at the next monthly meeting of the group. Termination of membership from TCDART shall result in the automatic vacating of any office the member may hold.

Upon resignation or termination of membership, all TC DART property – physical or digital - must be returned to the organization within fourteen days. This includes ID badge, key cards, keys, electronics, CERT backpack, and apparel or any other items belonging to TC DART. Failure to do so may result in additional steps to recover the property, which could include administrative or legal action as permitted by law.

SECTION V

Duties of Office

Elected Officers

President

The President shall be the presiding officer over all meetings and have such powers and duties as may be prescribed by customs or parliamentary rules for office. They shall be responsible for organizational funds and will have signing authority on the bank account. They will plan the training agenda for the year in conjunction with the training officer. This is the public face of TCDART and where possible will represent the organization at public engagements and in the community. They are the leading member of the Executive Board. The President shall set the agenda for each monthly meeting and distribute it to the membership at least five (5) days before the scheduled meeting.

Vice-President

The Vice-President is the assistant to the president of TCDART. The Vice-President shall stand in for the president should they be unable to fulfil their duties either in the short or long term. The Vice-President shall be responsible for communications in conjunction with the Secretary. They are a member of the Executive Board.

**The President and Vice-president shall also perform additional duties as set forth by the group.*

Secretary

The Secretary shall be the record keeper of TCDART. They shall record the minutes of meetings and distribute the minutes for review and comment within five (5) days of a meeting. Any edits will be noted and submitted for

approval prior to the start of the next scheduled meeting. The secretary shall maintain all records of TCDART according to a proper retention schedule. They shall in conjunction with the Vice- President maintain member communications. The secretary shall send reminders and Zoom links for all meetings. They will have signing authority on the organization's bank account. They are a member of the Executive Board.

Treasurer

The Treasurer shall obtain and maintain all required documents and procedures for the position, sign the bank registry for the checking account and have signing authority, keep a treasury log, and report to the group at each regularly scheduled meeting. The treasurer shall ensure compliance with all financial, legal and regulatory requirements including tax filings, charity commission and grant funding reports and audits. The treasurer shall work proactively with the fundraising committee to ensure the financial viability of the organization. They are a member of the Executive Board.

Trustees Position One, Two, and Three.

The Position One Trustee, in conjunction with Position Two and Position Three Trustee, will be responsible for conducting annual financial audits, overseeing membership discipline, and providing an annual inventory of physical assets. They are members of the Executive Board.

Training Officer

The Training Officer shall lead a standing subcommittee to develop the annual training calendar. Input related to training will be solicited from the Executive Board, TCEM and the general membership. They are members of the Executive board.

Appointed Officers

Outreach Coordinator

The Outreach Coordinator shall work in conjunction with the TCEM Public Outreach and Education Coordinator to support outreach events within the community. These duties include support for member staffing and scheduling of outreach events. They shall be responsible for assisting with maintaining records associated with Outreach and any other tasks as needed.

Fundraising Coordinator

The Fundraising Coordinator shall be the lead in all planning and organization of prescribed fund-raising activities in conjunction with the Executive Board.

Media Officer

The Media Officer shall be responsible for social media and digital presence and assist with member communications, and other duties deemed essential by the Executive Board.

*Appointed Officers are not members of the Executive Board

ARTICLE V – SUBCOMMITTEES

SECTION I

Subcommittee

The President of TCDART may appoint subcommittees as needed to investigate, research, prepare or analyze information and data relative to the group. A designated member of TCDART shall chair subcommittees, although non- members may serve as subcommittee members or resource persons.

ARTICLE VI - MEETINGS

SECTION I

Quorum

A minimum of three (3) elected board members and four (4) general members present at the scheduled meeting shall constitute a quorum for the transaction of business. A majority vote of the quorum shall be sufficient for the adoption of any motion. To constitute a quorum for a vote, members must hold at least Level 1 qualification to be eligible to vote. Meetings will be in person with the virtual option in times when in-person meetings are not possible or permitted. The President may call for an emergency vote to be done online with an affirmative majority vote of the Executive Board. An online vote for an agenda item must be sent out to the membership 10 days in advance of the Vote. There must be at least one (1) executive board

member, and two (2) other qualified members present to record results of the vote, and all parties present must sign and attest that the results are accurate.

SECTION II Rescheduling Meetings

In the event a meeting must be cancelled, the President or a member of the leadership team will reschedule the meeting. Members are to be notified no later than five (5) days in advance of the cancellation and the rescheduled date. In case of an emergency, notification will be given as soon as possible via telephone and email communication.

SECTION III Open Meetings

All meetings of TCDART shall be open to the public. To facilitate the order of the meetings there shall be an item on each agenda to provide interested citizens an opportunity to address comments or proposals.

SECTION IV Special Meetings

The President can establish a special meeting when necessary. Notification of the meeting will be sent out in the normal matter (via email or by phone) to the membership at least ten (10) days prior to the special meeting date.

ARTICLE VII – RULES OF ORDER

SECTION I Rules of Order

Robert’s Rules of Order (last revised edition) shall govern all parliamentary proceedings of the organization, unless otherwise specified.

ARTICLE VIII -NONPROFIT

SECTION I History

TCDART was created by Thurston County Emergency Management to assist with public outreach and disaster response.

TCDART members voted in October 2016 to form a 501(c) (3) nonprofit organization to become a standalone entity from Thurston County Emergency Management. The nonprofit is called Thurston County Disaster Assistance Response Team. The by-laws were signed into effect in November 2018.

ARTICLE IX– BYLAW AMENDMENTS

SECTION I Amendment of Bylaws

A copy of all proposed amendments to these bylaws will be viewed by the membership two meetings prior to the vote, (unless emergency circumstances require a timelier vote, the issue can be voted on by the leadership board) shall be distributed to each TCDART member no later than 10 days prior to the meeting date at which the action is to be taken on the amendment.

SECTION II Amendment Vote

An affirmative vote of a quorum of qualified voting members present at a regularly scheduled meeting shall be required to adopt new articles or to amend the bylaws.

ARTICLE X – DISSOLUTION

SECTION I Dissolution of TCDART

If for any reason TCDART and the 501 (c) 3 is dissolved all properties and monies will be transferred to TCEM.

APPENDIX A

Amendment Record	
<i>Draft</i>	<i>Created August 2018</i>
<i>Draft</i>	<i>Edited September 2018</i>
<i>Final Draft</i>	<i>Edited November 2018</i>
<i>Approval</i>	<i>November 2018</i>
<i>Draft Changes</i>	<i>Created July 2022</i>
<i>Final Draft</i>	<i>Edited September 2022</i>
<i>Approval</i>	<i>October 27, 2022</i>
<i>Draft Changes</i>	<i>December 13, 2024</i>
<i>Approval</i>	<i>January 13, 2025</i>
<i>Draft Changes</i>	<i>December 28, 2025</i>
<i>Approval</i>	<i>January 28, 2026</i>

