



Thousand Oaks **DART** Disaster Assistance Response Team

Thousand Oaks Police Department
2101 E. Olsen Road
Thousand Oaks, CA 91360

(805) 373-2316

<http://todart.org>

Bylaws

2017-2018 Fiscal Period

FINAL REVISION 8.3.2017 APPROVED 8.24.2017

Supersedes all previous versions

Table of Contents

ARTICLE I: Name and Preamble	3
Section 1: Name	3
Section 2: Preamble	3
Article II: Goals and Objectives	3
Article III: Headquarters Location	3
Section 1: Office Location	3
Article IV: Organization and Membership	4
Section 1: Organization	4
Section 2: Membership	4
Section 3: Membership Requirements	4
Article V: Leadership – The Board of Directors (BOD)	4
Section 1: Board of Directors (BOD)	4
Section 2: Term of Office (BOD).....	5
Section 3: Removal or Resignation from Office	5
Section 4: Meetings of the Board of Directors	5
Section 5: Granted Powers to the Board of Directors	5
Section 6: Appointments by the Board of Directors	6
Article VI: Officers	6
Section 1: Officers & Positions & Leads	6
Board Positions	6
Appointed Positions	6
Committee Leads	6
Section 2: Duties of Officers.....	7
Chairperson.....	7
Vice Chairperson	7
Operations Officer.....	7
Secretary	8
Treasurer	8
Section 3: Duties of Appointed Positions.....	8
Equipment Coordinator	8
Emergency Medical Coordinator	9

Training Coordinator – DART Course Classes for Prospective Members.....	9
Training Coordinator – DART Member Training	9
Historian.....	9
Community Education Coordinator	10
Radio Coordinator.....	10
Vehicle Coordinator	10
Webmaster	10
Newsletter Publisher.....	11
Sector Leaders.....	11
Alternate Sector Leaders.....	11
Article VII: Meetings.....	11
Section 1: Meetings	11
Section 2: Quorum.....	12
Article VIII: Committees	12
Section 1: Committees.....	12
Section 2: Committee Coordinators	12
Article IX: Rules of Order.....	12
Article X: Amendments to the Bylaws	12
Glossary.....	12

ARTICLE I: Name and Preamble

Section 1: Name

This organization shall be known as the Thousand Oaks Disaster Assistance Response Team, hereafter abbreviated as DART.

Section 2: Preamble

The Thousand Oaks Disaster Assistance Response Team (DART) was formed for the purpose of:

1. Educating all of its members and citizens of the community in emergency preparedness and safety awareness.
2. Providing service, as requested, by the City of Thousand Oaks (CTO), the Thousand Oaks Police Department (TOPD) and/or the Ventura County Sheriff's Office of Emergency Services (VCSOES).
3. Creating a unified working body between its members and all surrounding communities and agencies in the event of a disaster.
4. Being a nonpolitical, nonsectarian and nonprofit volunteer organization with affiliations only to the CTO, the TOPD or their other designated civil authorities.

Article II: Goals and Objectives

1. DART's goals and objectives are to have knowledgeable and trained members in Disaster Emergency Preparedness, Basic Disaster Psychology, Basic First Aid, CPR for the Professional Rescuer, AED, Urban Search and Rescue, Fire Suppression Techniques, Hazardous Material Awareness, Radio Communications, Traffic Control Techniques and ATC-20 Safety Assessment.
2. To conduct ongoing training and refresher courses in order to remain current and acquire new skills and apply technology to accomplish the above goals.
3. To establish, maintain, promote and educate the community with a disaster preparedness awareness program.
4. To provide community service to the CTO or the TOPD through direction of the DART Liaison.
5. To recruit, train and maintain an active membership as necessary to accomplish these goals.

Article III: Headquarters Location

Section 1: Office Location

The office of DART will be at the East County Sheriff's Station / Thousand Oaks Police Department (ECSS) located at:

2101 East Olsen Rd.
Thousand Oaks, Ca 91360

Article IV: Organization and Membership

Section 1: Organization

The organization of DART shall be governed by the Board of Directors (BOD) and shall be comprised of volunteers from any and all public and private sectors. All DART members should share a common interest in disaster awareness, emergency preparedness and community involvement.

Section 2: Membership

Any person with appropriate interest in this organization, as defined in Article I, Section 2 of these Bylaws and upon successful completion of Article IV, Section 3 requirements which include all procedures as defined in the Standard Operating Procedures (SOPs) may apply for membership.

Section 3: Membership Requirements

1. All applicants for membership must comply with the detailed requirements for SOP Section III (A) before becoming a member.
2. All DART active members must be registered with the VCSOES for security purposes and in order to be covered by Workers Compensation during VCSOES approved activities. Registration consists of the following:
 - a. Name.
 - b. Address.
 - c. Telephone numbers, day and evening.
 - d. Photo ID.
 - e. Disaster service classification.
 - f. Loyalty oath must be signed.
 - g. Fingerprints.
 - h. Background check.
3. All registration records shall be made available for inspection to any officer or employee of the State Compensation Insurance Fund or the State Office of Emergency Services.
4. The Ventura County Disaster Council, CTO, and VCSOES may prescribe additional registration requirements as deemed necessary.
5. Honorary Member status may be conferred by the BOD with approval from TOPD/Sheriff's Liaison. Honorary Member may attend general meetings and attend pre-approved events as an observer. Honorary Member is specifically not permitted to administer first aid treatment to patients, and not permitted to attend VCOES/TOPD "call-outs".

Article V: Leadership – The Board of Directors (BOD)

Section 1: Board of Directors (BOD)

The authorized number of Directors for this organization shall consist of five (5) equal Directors. They correspond to the following DART Officers (in order of ultimate responsibility):

1. Chairperson.
2. Vice Chairperson.
3. Operations Officer.
4. Secretary.
5. Treasurer.

The immediate previous Chairperson shall act as a non-voting advisor to the BOD.

Each Director shall be an Active Member of DART.

Section 2: Term of Office (BOD)

All Directors shall hold office for the term of one (1) fiscal year. Exceptions are resignation, death, disability or removal from office.

Section 3: Removal or Resignation from Office

Failure to consistently attend meetings and/or perform duties may be cause for removal with a majority vote of the entire BOD.

Any Director may be removed from office, with or without cause, by a fifty-one percent (51%) affirmative vote of the attending active membership at a general meeting.

Immediately upon removal, resignation or transfer, all related books, training materials, records, equipment and property pertaining to office must be returned.

Vacancies caused by death, resignation or removal will immediately be filled through appointment by the remaining Directors. The appointments made are for the remaining term of the vacancy in the appointed position.

Section 4: Meetings of the Board of Directors

Meetings will be held each month unless otherwise scheduled by the BOD.

Notification of said meeting will occur with an agenda of topics accompanied by minutes of the preceding meeting no later than 72 hours prior to the designated time.

The DART Chairperson or any three (3) Directors may call special meetings at any time. Notice of time and place of special meetings will be provided to all members by the most expedient form of communication.

Transactions of any BOD meeting shall be considered valid.

A majority of Directors shall constitute a quorum for the transaction of business.

Section 5: Granted Powers to the Board of Directors

The powers of the BOD shall be subject to the limitations of DART Bylaws, SOPs and VCSOES. It is declared that the Directors shall have the following powers:

1. To prescribe powers and duties of officers and members.
2. To conduct, manage and control the affairs and business of DART and to make and publish rules and regulations consistent with the law.
3. To manage in the manner they deem appropriate, all funds and property, real, personal and public, received, acquired and/or earned by the organization and to distribute or dispose of the property as needed.
4. To make and publish rules consistent with these Bylaws.
5. To act as the final arbitrator for the interpretation of these Bylaws in the event of dispute.

Section 6: Appointments by the Board of Directors

Immediately after taking office and being seated, the BOD shall select qualified active members to serve in the appointed officer positions. These committee officers shall have the same term of office as the elected officials, unless otherwise stated.

Article VI: Officers

Section 1: Officers & Positions & Leads

Board Positions

Officers of this organization shall consist of the following five (5) positions and are elected into said roles by the election process of the general membership. The five roles (in order of authority and responsibility) are as follows:

- Chairperson.
- Vice Chairperson.
- Operations Officer.
- Secretary.
- Treasurer.

Appointed Positions

Positions are appointed by the Board of Directors and managed through Operations.

- Equipment Coordinator.
- Vehicle Coordinator.
- Radio Communications.
- Training Coordinator – DART Member Training.

Committee Leads

Positions are appointed by the Board of Directors and managed through the Vice Chairperson.

- Sector Leaders.
- Bike Patrol.
- Historian / Newsletter.
- Emergency Medical Coordinator.
- Training Coordinator – DART Course Classes for Prospective Members.
- Community Education.
- Website.

Appointed positions, (whether permanent or temporary), may be created by the BOD as needed.

Section 2: Duties of Officers

Chairperson

The Chairperson will supervise and manage, to the extent approved by the BOD, all activities of the DART organization.

The Chairperson shall represent DART in an official capacity and shall have powers of supervision and management unless specifically limited or directed by the BOD or the TOPD.

The Chairperson is required to attend all BOD and General Meetings of DART and act as the Presiding Officer over these meetings. The Chairperson may, at his/her discretion, appoint an active member to act as Parliamentarian or Sergeant at Arms.

Vice Chairperson

The Vice Chairperson shall act in the Chairperson's absence. The Vice Chairperson is required to attend all BOD and General Meetings of DART. In the event the Chairperson is unable to serve the full term of office, the Vice Chairperson shall assume, until the next election, all duties, powers and responsibilities of the Chairperson. In this event, the BOD shall appoint an active member to complete the term of Vice Chairperson. Should a BOD member be selected to serve as Vice Chairperson, the BOD will act to fill that vacant position from the membership.

If the Vice Chairperson is unable or unwilling to assume the duties and responsibilities of Chairperson or complete the term of office, the BOD may appoint the next Board member in order of authority to fill the position, filling any vacant positions from the membership. Said BOD member shall serve out the remaining term of office until the next regularly scheduled election.

The Vice Chairperson shall supervise all committees and appointed positions with the exception of Radio, Training, Equipment and Vehicle coordinators and will provide timely status reports to the BOD and the membership.

Operations Officer

The Operations Officer is required to attend all BOD and General Meetings.

The Operations Officer shall coordinate all interaction, planning and supervision of DART field operations both in actual call outs and training. The Operations Officer is responsible for the following:

- Directing, supervising, and delegating the activities of Training Coordinator to ensure the adequacy of DART training.
- Directing and supervising the Equipment Coordinator to ensure the availability of essential equipment and supplies needed to accomplish the DART mission.
- Supervising field operations.
- Submit or assign a DART member to submit a game plan of all planned DART deployments or events for approval by VCSO / TOPD DART Liaison or Liaison Supervisor.
- Advising the BOD quarterly as to the operational readiness of the Team.
- Coordinating with the appropriate agencies to ensure compatible operations.
- Delegating authority to accomplish mission goals as deemed necessary.
- Directing and supervising the Vehicles Coordinator to ensure the availability and timely maintenance of DART assigned city owned vehicles.

- Directing and supervising the Radio Coordinator to ensure the assignment, configuration, availability and timely maintenance of DART assigned police or HAM radios and accessories.
- The DART BOD must be notified of any and all Call Out training exercises in advance of the training.

Secretary

- The Secretary is required to attend all BOD and General Meetings, keeping a record of attendance, minutes of the proceedings, and hours reported by members.
- The Secretary shall maintain and organize the DART member's volunteer hours in all official DART activities and shall turn in quarterly to the BOD a report summarizing the hours.
- The Secretary shall ensure the distribution of meeting notices, minutes and agendas as they are provided by the individuals responsible for those preparations; shall conduct correspondence for DART; and shall file and maintain all documents and reports or other documents will be permanently stored on DART's website.
- The Secretary shall preserve and safeguard the Bylaws, SOPs, regulations, training and other non-training or certification records pertaining to DART. The Secretary shall keep the original copies of the Bylaws, SOP and minutes on DART's website. Any amendments to these documents will be available on DART's website for inspection by members of DART at any time.
- The Secretary shall ensure a current member roster and sector list is in place.
- The Secretary shall prepare ballots for all elections, listing each candidate for each office and providing each active member with a copy on Election Day or for those requesting absentee ballots, provide ballots two weeks prior to the election.
- The Secretary shall maintain a map showing team member locations.
- The Secretary shall maintain member's eligibility and minimum standards fulfillment status up to date at all times and report to the BOD monthly at the BOD meeting.
- The Secretary shall submit an updated Membership Survey form annually at the beginning of each fiscal year.

Treasurer

- The Treasurer is required to attend all DART BOD and general meetings.
- The Treasurer shall obtain and report to the BOD a funding report on the status of the DART Funding Account provided by the CTO as requested by the DART Liaison at least quarterly.
- The Treasurer shall record and report all requests for funds from DART members to the BOD monthly.

Section 3: Duties of Appointed Positions

Equipment Coordinator

The Equipment Coordinator, in addition to attending DART's General Meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Equipment Coordinator, as supervised by the Operations Officer, shall assist with the equipment inventory, disbursement or return of equipment to members, ordering of new equipment and other related duties to assist the Operations Officer or BOD.

Emergency Medical Coordinator

The Emergency Medical Coordinator in addition to attending DART's General Meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Emergency Medical Coordinator, as supervised by the operations officer, shall be responsible for the proficiency of all Team members including CPR, First Aid certification and re-certification, and AED; shall maintain all medical supplies and equipment in an appropriate fashion; shall plan for periodic EMT training and updating of information to existing EMTs; shall ensure the integration of EMTs as needed to provide adequate coverage for DART members and the community.

Training Coordinator – DART Course Classes for Prospective Members

The Training Coordinator in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Training Coordinator, supervised by the Vice Chair, shall organize the new DART member classes a minimum of once a year, or as deemed appropriate by the BOD. Organization of the classes includes but is not limited to scheduling; securing of properly trained and approved instructors; securing of meeting locations; notifying prior DART class participants of current DART courses being offered.

Training Coordinator – DART Member Training

The Training Coordinator in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Training Coordinator, as supervised by the Operations Officer, shall be responsible for setting up specific training exercises and locations; shall maintain records of past, present and proposed training exercises, events and circumstances; shall assist the Operations Officer and the BOD in evaluating any current needs of DART. The DART BOD must be notified of any and all Call Out training exercises in advance of the training.

Training Coordinator shall submit an 18 month training plan in July and report training opportunities.

Historian

The Historian in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Historian, as supervised by the Secretary, shall perform all duties necessary to maintain a written, electronic and pictorial record of DART activities in an organized manner.

A photographic model release will be obtained for any person or persons whose image will appear in electronic, video, written or otherwise published materials that are utilized by DART. This document will be kept on file in the DART office.

Any DART publication, including the public website, must request images through the Historian who will provide only authorized images to the requestor. Authorized images are defined as those that conform to the standards of this organization and have the proper release forms on file.

Community Education Coordinator

The Community Education Coordinator in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Community Education Coordinator, as supervised by the Vice Chairperson, shall be responsible for all community preparedness education and presentations and placement of CERT and DART brochures and flyers in city offices and various city locations where such information will be available to the general public. The Community Education Coordinator shall maintain an adequate inventory of training materials and brochures.

Radio Coordinator

The Radio Coordinator in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Radio Coordinator, as supervised by the Operations Officer, shall keep accurate and current records of all DART radio assignments, channel lineups, and battery in-service dates, shall report any issues or needs of the radios or accessories as soon as they occur to the Operations Officer.

The Radio Coordinator shall be responsible for:

- Maintaining all radios in a ready operating condition.
- Ensuring that sufficient radio stock is available for members.
- Documenting all out of service radios and replacements.
- Ensuring that all prescribed channel changes are completed.
- Ensuring that spare batteries are available and in a ready status for training and emergency events.
- Advising the Operations Officer of all radio needs immediately.

Vehicle Coordinator

The Vehicle Coordinator in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Vehicle Coordinator, as supervised by the Operations Officer shall:

- Keep accurate and current records of all DART vehicle maintenance and use.
- Ensure that all prescribed and routine maintenance is completed.
- Ensure vehicles are available and in a ready status for training and emergency events.
- Report any issues or needs of the vehicles as soon as they occur to the Operations Officer.

Webmaster

The Webmaster Coordinator in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

The Webmaster, as supervised by the Vice Chairperson shall perform all duties necessary to maintain and upgrade the DART web presence, as directed by the BOD. The web presence includes, but is not limited to, the DART website, all links to it, and DART's City and member Website pages. The Webmaster will obtain all images from the Historian.

Newsletter Publisher

The Newsletter Publisher shall attend DART's general meetings.

Newsletter Publisher is responsible for publishing a quarterly newsletter consisting of articles and photos of DART events. The newsletter shall consist of the following but is not limited to this list:

- A quarterly article from the Chairperson.
- Articles from any team member or the DART Liaison.
- The Newsletter Publisher will obtain all images from the Historian.

Newsletters shall be reviewed by the Chairperson and DART Liaison prior to publication.

Newsletter shall be published on the DART website and the link emailed to the membership, other agencies, City officials, and other interested parties per the discretion of the Chairperson.

Sector Leaders

Sector Leaders in addition to attending DART's general meetings, shall submit a monthly status report and attend BOD meetings at least once a quarter.

Sector Leaders, as supervised by the Vice Chairperson are responsible for forwarding communications originating from the BOD or TOPD to their Sector members.

Sector Leaders may serve the function of small unit leaders. Sector Leaders report to the designated assembly area where they check in members of their sector as they arrive; inspect equipment to ensure compliance and serviceability; serve as an information command channel to their sector; represent their sector members as requested at all BOD meetings in a non-voting capacity and in official functions and events.

Alternate Sector Leaders

Alternate Sector Leaders are responsible for forwarding communications originating from BOD or TOPD to their sector when the Sector Leader is unavailable or as requested by a member of the BOD.

Article VII: Meetings

Section 1: Meetings

General membership meetings will be held once a month January through November. This does not preclude the calling of other general membership meetings by the BOD or by vote of the general membership.

Meeting agendas will be published and distributed prior to the general meetings, BOD meetings, committee Meetings and stored on the website.

Meeting minutes will be published within 72 hours of a general meeting, committee meetings and BOD meetings.

All new business and suggestions to be discussed at the meetings must be submitted to the board secretary 24 hours prior to the general meeting or BOD meeting.

Members attending the general and board meetings should review the material distributed prior to attending the meeting.

The Secretary shall be responsible to ensure preparation and dissemination of all meeting minutes by the next BOD meeting. All minutes will be signed and dated by the Secretary and the Chairperson and reviewed by the DART Liaison. Completed minutes shall be retained on the DART website. After completion of all Call Outs and training, an attendance log may be submitted to the DART Liaison if requested. The Secretary will maintain a permanent file of the attendance logs.

Section 2: Quorum

A quorum shall consist of fifty-one percent (51%) of active members of DART for the transaction of business at a general or special meeting called for that purpose.

Article VIII: Committees

Section 1: Committees

Committees are formed by the BOD as needed.

Section 2: Committee Coordinators

Committee coordinators appointed by the BOD shall serve until their respective successors are appointed except in the case of resignation, death, disability or removal.

Article IX: Rules of Order

Robert's Rules of Order shall be used in all cases in which they are applicable.

Article X: Amendments to the Bylaws

Assuming a quorum is present:

- The Bylaws may be amended by a majority vote of the attending members at any noticed and agendized general meeting, or special meeting called for that purpose.
- Any adopted amendment to these Bylaws shall be binding on all members of DART unless rescinded by a majority vote of attending members at a subsequent scheduled general meeting or special meeting called for that purpose.
- Additional provisions are contained in the SOP's, Section II, D, General Procedures. It shall be the duty and responsibility of the BOD to present any and all amendments for these Bylaws to the active members of DART for their consideration at a General Meeting.

Glossary

- ATC – Applied Technology Council.
- AED – Automated External Defibrillator.
- BOD – Board of Directors.
- CPR – Cardio Pulmonary Resuscitation.
- CTO – City of Thousand Oaks.
- DART – Disaster Assistance Response Team.
- ECSS – East County Sheriff's Station.
- EMT – Emergency Medical Technician.
- SOP – Standard Operation Procedures.

- TOPD – Thousand Oaks Police Department.
- VCSOES – Ventura County Sheriff's Office of Emergency Services.