

TOLEDO AREA DISASTER MEDICAL ASSISTANCE TEAM BYLAWS  
(Approved by majority Vote 01/2000)

ARTICLE I NAME

The name of the organization shall be the OH-1 Disaster Medical Assistance Team, hereinafter referred to as OH-1 DMAT.

ARTICLE II DEFINITIONS

- A. OH-1 refers to the Toledo Area Disaster Medical Assistance Team. This term is the designation which is used by the National Disaster Medical System to identify the team.
- B. DMAT refers to a Disaster Medical Assistance Team.
- C. NDMS refers to the National Disaster Medical System.
- D. USPHS refers to the United States Public Health Service.
- E. OEP refers to the Office of Emergency Preparedness.
- F. TLG refers to the "Team Leadership Group".

ARTICLE III STATEMENT OF PURPOSE

The purpose of OH-1 DMAT shall be to function as a Disaster Medical Assistance Team within the National Disaster Medical System, being utilized at national, local, regional or state levels. OH-1 DMAT will work as well with agencies that form Memorandum of Understanding's (MOU'S) with us. Purposes and roles of the organization are defined in the Articles of Incorporation and in the National Disaster Medical System policy manuals.

ARTICLE IV EXECUTIVE COMMITTEE

- A. The team will have a Team Leadership Group (TLG) whose purpose will be to make decisions regarding the operation of the team, and shall function in accordance with the Position Descriptions listed in the Policy and Procedures Manual.
- B. Membership of the TLG shall be as follows:
  - (1) Unit Commander
  - (4) Deputy Commanders

## ARTICLE V. ELECTIONS

Members of the Executive Committee shall serve for terms of three (3) years each, with the initial term expirations being staggered such that no more than two (2) members will be elected per election. For purposes of identification for the election rotation schedule, the positions of the Deputy Commanders shall be designated as A, B, C, and D.

### A. Timelines for the elections shall be:

1. Deputy Commanders C and D were elected in February of 1999.
2. January of 2001: Deputy Commanders A and C shall be elected.
3. January of 2002: Deputy Commanders B and D shall be elected.
4. January of 2003: Unit Commander shall be elected.
5. Secretary shall be elected annually beginning: January 2000.
6. Treasurer shall be elected beginning January 2000, and then elected every 3 years as is the unit commander.

### B. Voting Eligibility

A voting member shall be an NDMS carded member who is in good standing.(current with dues)

### C. Elected position becomes vacant

In the event of a vacancy of an elected position, the TLG will appoint a member in good standing to fill that position until the next regularly scheduled election.

### Election Committee

Selection of the Election committee shall take place at the regular August team meeting. Solicitation for nominations will be made via publication in the August newsletter. Nominations for the Executive Committee will be accepted by the Election committee from the time of solicitation, until the end of the regular October team meeting. Each nominee will present a Bio to the election committee. Nominees must also meet the position requirements of NDMS and current Team Manual. The slate of nominees shall be published in the newsletter, and simultaneously on the team web site, distributed by email, and announced at the regular October team meeting. The election of the EXECUTIVE Committee members will take place at the regular November team meeting.

### D. Ballots

Ballots will be sent to all team members in good standing with the October newsletter. Complete ballots will be accepted by the Chairperson of the Election committee, in person or by mail, or up to the time of the commencement of the regular November team

meeting. Announcements of the elected persons will be made during the regular November team meeting.

#### ARTICLE VI Administrative Staff

The Administrative Staff shall report to the Executive Committee, and shall consist of a Secretary and a Treasurer elected by the membership in good standing. The Secretary, or the appointed designee in their absence, shall attend all Executive Committee meetings, and membership meetings. Administrative staff will be responsible to attend all membership meetings, but if they are unable to attend a meeting, they shall appoint a team member designate to fulfill their duties.

A. The duties of the *Secretary* shall include:

1. Record and file minutes of all membership and Executive meetings,
2. Responsible of the circulation of the monthly newsletter within the first week of each month.

B. The duties of the *Treasurer* shall include:

1. Collect dues from the membership.
2. Make timely deposits of dues and revenue into the MCO Foundation account.
3. Maintain records of dues, checking account and all income and expenditures.
4. Give monthly financial reports to the membership. The Treasurer is authorized to write checks, withdraw funds, or distribute moneys belonging to the organization in amounts less than or equal to two hundred (\$200)dollars.

Receipts/expenditures must be approved by no less than three (2) Executive Committee members.

#### ARTICLE VII Audit Committee

An audit shall be completed annually to review the accounting procedures and records of the Treasury. This audit committee shall be made up of no less than two volunteers.

#### ARTICLE VIII DMAT TEAM Alcohol and Drug Policy

All team members, in regard to Alcohol and Drug policy, are expected to adhere to the Policy and Procedure manuals, regardless of their status in the team. OH-1 will adhere to a disciplinary system as well, which can include dismissal from the team. ZERO TOLERANCE is the expectation for any illicit drug use or alcohol consumption. OH-1 will follow the NDMS Code of Conduct.