



Thousand Oaks  
Disaster Assistance Response Team  
Thousand Oaks Police Department  
2101 E. Olsen Road, Thousand Oaks CA 91360

(805) 373-2316  
[www.todart.org](http://www.todart.org)



# BYLAWS

Revised

June 22, 2006

**Thousand Oaks**  
**Disaster Assistance Response Team**  
**(DART)**

*Supersedes all previous versions: dated June22, 2006*

**BYLAWS**

- |                     |  |
|---------------------|--|
| <b>ARTICLE I</b>    | <b>Name and Preamble</b>                         |
| <b>ARTICLE II</b>   | <b>Goals and Objectives</b>                      |
| <b>ARTICLE III</b>  | <b>Headquarters Location</b>                     |
| <b>ARTICLE IV</b>   | <b>Organization and Membership</b>               |
| <b>ARTICLE V</b>    | <b>Leadership – The Board of Directors (BOD)</b> |
| <b>ARTICLE VI</b>   | <b>Officers</b>                                  |
| <b>ARTICLE VII</b>  | <b>Meetings</b>                                  |
| <b>ARTICLE VIII</b> | <b>Committees</b>                                |
| <b>ARTICLE IX</b>   | <b>Rules of Orders</b>                           |
| <b>ARTICLE X</b>    | <b>Amendments to the Bylaws</b>                  |

**Thousand Oaks**

**Disaster Assistance Response Team**  
**(DART)**

*Supersedes all previous versions: dated June 22, 2006*

**BYLAWS**

**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 **DART** was formed for the purpose of:

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

## **ARTICLE II Goals and Objectives**

### Section 1 **GOALS AND OBJECTIVES**

- The goals and objectives of **DART** are to have knowledgeable and trained members in Disaster and 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.
- To conduct ongoing training and refresher courses in order to remain current and acquire new skills and technology to accomplish the above goals.
- To establish, maintain, promote and educate the community with a disaster preparedness awareness program.
- To provide community service to the **CTO** and/or the **TOPD** through direction of the **DART** Liaison.
- 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 the East County Sheriff's Station / Thousand Oaks Police Department (**ECSS**).

## **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     **REQUIREMENTS**

- a) All applicants for membership must comply with the detailed requirements for **SOP Section III(A)** before becoming a member.
- b) All **DART** active members must be registered with the **VC SOES** for security purposes and in order to be covered by Workers Compensation during **VC SOES** approved activities. Registration consists of the following:
  - Name
  - Address
  - Telephone numbers, day and evening
  - Photo ID
  - Disaster service classification
  - Loyalty oath must be signed
  - Fingerprints
  - Background check
- c) 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.
- d) The Ventura County Disaster Council, **CTO**, and **VC SOES** may prescribe additional registration requirements as deemed necessary.

**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 rank).

- Chairperson

- Vice Chairperson
- Operations Officer
- Secretary
- Treasurer

Immediate Past Chairperson (non-voting advisor)

Section 2     **TERMS 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     **BOD REMOVAL AND/OR RESIGNATION**

Any Director may be removed from office, with or without cause, by a fifty-one percent (51%) affirmative vote of the attending active membership. Failure to consistently attend meetings and/or perform duties may cause removal with majority vote of the entire **BOD**.

Vacancies caused by death, resignation or removal will immediately be filled through appointment by the remaining Directors. The appointments made are for the remaining time of the vacancy in the appointed position. Immediately upon removal, resignation or transfer, all books, training materials, records and property belonging to **DART** must be returned.

Section 4     **MEETINGS OF THE BOD**

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. Special meetings may be called at any time by the **DART** Chairperson or any three (3) Directors. Notice of time and place of special meetings will be provided to all Directors 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     **POWERS OF THE BOD**

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

- To prescribe powers and duties of officers and members;
- To conduct, manage and control the affairs and business of **DART** and to make and publish rules and regulations consistent with law;
- To manage in the manner they deem best, 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;
- To make and publish rules consistent with these Bylaws;
- To act as the final arbitrator for the interpretation of these Bylaws in the event of dispute.

Section 6 **APPOINTMENTS BY THE BOD**

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**

Officers of this organization shall consist of the following:

- **ELECTED OFFICERS**

In order of authority and responsibility

Chairperson  
Vice Chairperson  
Operations Officer  
Secretary  
Treasurer

- **APPOINTED POSITIONS**

Equipment Coordinator  
Emergency Medical Coordinator  
Training Coordinator  
Historian

Sector Leaders  
Community Education Coordinator  
CERT and **DART** Course Coordinator  
Webmaster

Appointed positions, permanent and temporary, may be created by the **BOD** as needed.

## Section 2 **DUTIES OF OFFICERS**

### **Chairperson**

The Chairperson shall attend all **BOD** and general meetings of **DART** and act as the Presiding Officer over these meetings. The Chairperson may, at their discretion, appoint an active member to act as Parliamentarian and/or Sergeant at Arms.

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 such powers of supervision and management as assigned by the **BOD** and the **TOPD**.

### **Vice Chairperson**

The Vice Chairperson shall act in the Chairperson's absence. He shall 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** will appoint the next **BOD** member in order of authority to fill the position filling any vacant positions from the membership. Said officer shall serve out the remaining term of office until the next regularly scheduled election.

The Vice Chairperson shall insure supervision of all committees to achieve their timely and specific mission accomplishment. He will insure timely status reports to the **BOD** and the membership.

### **Operations Officer**

The Operations Officer shall attend all **BOD** and general meetings.

The Operations Officer must 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.
- Interacting with the Equipment Coordinator to insure the availability of essential equipment and supplies needed to accomplish the **DART** mission:
- Supervising field operations
- Advising the **BOD** quarterly as to the operational readiness of the Team
- Coordinating with the appropriate agencies to insure compatible operations
- Delegating authority to accomplish mission goals as deemed necessary

### **Secretary**

The Secretary shall attend all **BOD** and general meetings, keeping a record of attendance, minutes of the proceedings, and hours conducted 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 insure 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 delivered to his custody in a permanent file at **DART** Office.

The Secretary shall preserve and safeguard the Bylaws, **SOPs**, regulations, training and other non-training or certification records pertaining to **DART**. He shall keep the original copies of the Bylaws, SOP and minutes at **DART** office plus any amendments to these documents for inspection by members of **DART** at any reasonable time.

The Secretary shall insure a current telephone tree 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.

The Secretary shall maintain and keep current the **DART** Administration Board at ECSS.

A map showing the sector boundaries and Team Member location within CTO and Conejo Valley will be maintained by the Secretary.

The Secretary shall maintain member's eligibility and minimum standards fulfillment up to date at all times and report to the BOD monthly at the BOD meeting.

### **Treasurer**

The Treasurer shall attend all **BOD** and general meetings of **DART**.

The Treasurer shall maintain the **DART** checking account at a local banking facility; shall verify that the **DART** requirement for two signatures on any withdrawal is secured; shall provide a Treasurer's report to the **BOD** monthly; and shall deposit any and all proceeds into that account received by the **DART** from sales, donations or any source except tax dollars.

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 a minimum of quarterly.

The Treasurer shall record and report all requests for funds from **DART** members to the **BOD** monthly.

### **Equipment Coordinator**

The Equipment Coordinator shall attend all BOD and general meetings of **DART**.

The Equipment Coordinator, as supervised by the Operations Officer, shall keep accurate and current records of all **DART** property, equipment and supplies; shall report any changes to the inventory as soon as they occur to the **BOD**; shall submit a quarterly inventory to the **BOD**.

The Equipment Coordinator shall be responsible for maintaining all equipment in a safe operating condition; shall store all property in approved storage areas; shall make all property available for distribution

at training and emergency events; shall advise the **BOD** of all property needs to accomplish **DART's** missions and goals.

### **Training Coordinator**

The Training Coordinator shall attend all BOD and general meetings of DART. The Training Coordinator, as supervised by the Operations Officer, shall be responsible for setting up specific training exercises and/or 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 Training Coordinator shall assist the Community Emergency Response Team (**CERT**) Coordinator in the scheduling and monitoring of **CERT** classes; shall be responsible for additional initial training for candidates for new membership following their **CERT** classes.

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

### **Emergency Medical Coordinator**

The Emergency Medical Coordinator shall attend all BOD and general meetings of DART. 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 insure the integration of EMTs as needed to provide adequate coverage for **DART** members and the community.

### **Historian**

The Training Coordinator shall attend all BOD and general meetings of DART. The Historian shall perform all duties necessary to maintain a written, electronic and pictorial record of **DART** activities in an organized manner. Highlights of the year's activities shall be displayed monthly at the general meetings and other events as requested. The Historian shall report to the Secretary.

### **Sector Leaders**

The Sector Leaders shall attend all BOD and general meetings of DART. Sector Leaders are responsible for forwarding communications emanating from higher authority. Sector Leaders shall report to the Vice Chairman.

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 insure 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 all official functions and events.

### **Community Education Coordinator**

The Community Education Coordinator shall attend all BOD and general meetings of DART. The Community Education Coordinator 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.

### **CERT / DART Course Coordinator**

The CERT/DART Course Coordinator shall attend all BOD and general meetings of DART. The **CERT / DART** Course Coordinator shall organize the **CERT** classes at a minimum of twice a year and the **DART** Type I and Type II a minimum of once a year. Organization of the classes includes but is not limited to scheduling; securing of properly trained and approved instructors; securing of meeting locations; notifying prior **CERT** class participants of current **CERT** and **DART** courses being offered.

### **Webmaster**

The Webmaster shall attend all BOD and general meetings of DART. The Webmaster 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 Webpage. The Webmaster shall report to the Vice Chairman.

## **ARTICLE VII Meetings**

### Section 1 **MEETINGS**

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

Section 2 **QUORUM**

A quorum shall consist of fifty-one percent (**51%**) of attending 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**

These Bylaws may be amended by a majority vote or written consent of a majority of the attending active members at any noticed and agenzed general meeting or special meeting called for that purpose (i.e.: fifty-one percent (**51%**) of all attending active members).

Any adopted amendment to these Bylaws shall be binding on all members of **DART** unless rescinded by a majority vote of fifty-one percent (**51%**) of the attending active 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 Provisions. 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 legal meeting.

**END**