

TEAM LAKE COUNTY  
*Community Building Community*  
Long Term Recovery Committee  
By-Laws – Rev.07192016

ARTICLE 1 LONG-TERM RECOVERY GROUP NAME

Section 1: The name of the organization shall be the Team Lake County (hereinafter known as: TLC)

ARTICLE 2 PURPOSE OF THE LONG-TERM RECOVERY GROUP

Section 1: Team Lake County (TLC) sets forth these by-laws to establish and maintain a network within and on behalf of faith-based, non-profit, governmental, business and other organizations and agencies, which will provide for a coordinated recovery effort for the Valley Fire.

Section 2: TLC will coordinate the management of the long-term recovery to all Lake County community members affected by the Valley Fire who do not have adequate personal resources for basic needs as a result of the disaster. Resources will be made available as long as supplies permit.

Section 3: TLC will coordinate the spiritual, emotional, physical and financial resources to those affected by the disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference.

ARTICLE 3 MEMBERSHIP

Section 1: Each participating faith-based (diocese, presbytery, conference, et al), non-profit, governmental, business, educational and other organizations and agencies that provide financial material and/or labor support for the work of TLC is considered a Member Organization.

ARTICLE 4 ELIGIBLE VOTERS

Section 1: Only one (1) representative of each Member Organization shall be eligible to vote on matters coming before TLC.

Section 2: Votes submitted via electronic mail, by members of the Executive Committee shall be considered valid.

ARTICLE 5 MEETINGS OF THE TLC

Section 1: All meetings of TLC will be at the call of the Chair or any two (2) of the TLC Executive Committee members.

Section 2: Regularly scheduled meetings of TLC may be established. Notice of these meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to all Member Organizations.

Section 3: Special Meetings of TLC 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 three (3) days in advance to all Member Organizations.

ARTICLE 6 QUORUM

Section 1: A quorum for transaction of business shall consist of at least 50% plus one of the voting Member Organizations' representatives present.

ARTICLE 7 OFFICERS

Section 1: An Executive Committee of TLC will be established, with the following positions:

1. A chief executive officer who shall preside as Chair at all meetings, and perform other functions as deemed necessary by the Executive Committee. The Chair will serve as liaison to the County of Lake as needed.
2. A Vice-Chair shall preside in the absence of the Chair. The Vice Chair shall perform other functions as deemed necessary by the Chair and the Executive Committee.
3. A Secretary shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the Executive Committee. If unable to attend a meeting, the Chair or presiding Executive Committee member shall appoint a secretary pro-tem for that meeting, or arrange for a full recording of the meeting from which the Secretary can record and preserve minutes of the meeting.
4. A Treasurer shall receive, deposit and account for any TLC financial matters to the Members by way of regular financial reports and perform other functions as deemed necessary by the Executive Committee.

5. Public Information Officer shall serve as the point of contact to report the actions and progress of TLC in local media outlets.
6. Committee Chairs as listed in ARTICLE 9, Section 2

**ARTICLE 8 EXECUTIVE COMMITTEE**

Section 1: The Executive Committee of TLC shall provide overall direction to the organization, its Committees and Membership.

Section 2: The Executive Committee shall meet at the call of the Chair to perform such actions related to administrative overview of the affairs of TLC, including but not limited to:

1. Hiring, evaluating and terminating of staff, whether compensated or volunteer,
2. Engagement and execution of contracts and agreements,
3. Public relations,
4. Calling regular and special meetings as needed.

Section 3: Except as otherwise required by law or these by-laws, the Executive Committee shall have all the authority of TLC in the management of TLC during such time as TLC is not meeting and may authorize contracts and agreements as required.

Section 4: A simple majority of the Executive Committee must be present to conduct business.

**ARTICLE 9 SUBCOMMITTEES AND TASK FORCES**

Section 1: TLC may create and direct temporary or permanent subcommittees and task forces made up of its members or other persons as needed.

Section 2: The following are initial subcommittees of TLC:

1. Finance Committee. Works to secure grants, and other resources for TLC and coordinates with other entities (e.g., manufacturers or suppliers) to secure donations and funding.
2. Donations Committee. Works to secure and manage donations and other resources for TLC and coordinates with other entities (e.g., manufacturers or suppliers) to

secure and manage donations.

3. Construction/Housing Committee. Oversees the coordination and scheduling of all rebuilding projects for cases approved by the TLC process – a project manager function.
4. Case Management Committee. Establishes case records and reviews cases for assistance. This committee also provides for and/or marshals professionals to address emotional and spiritual needs of case clients. Consists of members and nonmembers bringing money (cash financial support), materials (donations, equipment, supplies, furniture, appliances, etc.) and manpower (volunteer labor crews and expertise) to meet the needs of individuals who have been identified by the case management process.
5. Housing Committee. Oversees and coordinates housing efforts to provide short- and long-term replacement housing.
6. Communications Committee. Responsible for managing all form of internal and external communication on behalf of TLC, and advising technical solutions
7. Spirituality and Counseling Committee.
8. Community Assessment.
9. Unmet Needs Committee

**Section 3: Additional subcommittee information**

1. Subcommittees may consist of as few as one to many members.
2. Membership of subcommittees may consist of both TLC members and other subject matter experts from inside and outside the community.
3. Each subcommittee will be chaired or co-chaired by a member of TLC.
4. Each subcommittee may be staffed a “Coordinator”.
5. Staffing may be provided by hire, on-loan, grant-funded

positions, contracted services, volunteers or any combination of the above.

ARTICLE 10 VACANCIES AND NOMINATING PROCESS

Section 1: Any Executive Committee vacancy shall be filled by special election in accordance with these by-laws concerning meetings protocol of TLC.

Section 2: The Executive Committee shall determine the appropriate process for securing nominations from among the member organizations to fill any vacancies of any positions, announcing the nomination process and conducting an election.

ARTICLE 11 FISCAL AGENT

Section 1: The Fiscal Agent to the TLC shall be an organization with an existing 501(c)3 status. Upon selection by the Executive Committee, said Agent will be responsible to accept and disperse donations at the direction of the Executive Committee in cooperation with the Fiscal Agent's policies and procedures.

ARTICLE 12 FINANCIAL REPORTS

Section 1: Financial reports will be produced in accordance with direction of the Executive Committee and will be subject to approval of the Member Organizations.

ARTICLE 13 RULES

Section 1: Business of TLC will be conducted with utmost transparency and be guided by *Robert's Rules of Order*.

ARTICLE 14 SELECTION CRITERIA (CLIENT)

Section 1: Selection Criteria of clients needing assistance shall be established and approved by the TLC. A written set of "criteria of assistance in priority order" is meant to guide the work of TLC and case management process. Criteria or guidelines for distribution of funds and other resources may be amended in response to changing circumstances by a vote at a regular or special meeting of TLC called in accordance with the by-laws.

**ARTICLE 15 AMENDMENTS**

Section 1: These By-Laws may be amended, subject to the laws of the State of California, at an annual meeting or special meeting of the Executive Committee, providing that a full written account of the proposed changes have been sent all Member Organizations of TLC one week (7 days) prior to the meeting.

**ARTICLE 16 DISSOLUTION OF THE TLC**

Section 1: TLC will be dissolved at the discretion of the Board, but not before all cases have been closed or forwarded to a member agency for completion. The dispersion of assets shall be determined by the Executive Committee and its membership.

Amended July 1, 2016 by TLC Executive Committee