



**ST. JAMES CENTRAL
DISTRICT EMERGENCY
ORGANISATION**

By-Laws

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All proposed amendments shall be presented in writing to the Executive Committee no later than one month before the biennial meeting, or a special meeting to discuss same. All proposed amendments shall be circulated to the wider membership by the executive.

These By-Laws come into effect from April 9, 2009.

Signatures on behalf of the association.

SELWYN BROOKS
President.

SANDRIA NELSON
Secretary.



These By-Laws were amended and came into effect on January 29, 2012.

Nominations for persons to serve on the Executive Committee shall reach the Executive Committee on the designated forms, no later than fourteen calendar days before the day of the biennial meeting. Each person shall be proposed and seconded by a financial member.

All current officers are eligible for re-election once they have declared their intention to do so. All persons seeking election must be financial, and must be an active member within the structure of the D.E.O. Items included in the agenda will be the Chairman's Report, Treasurer's Report and the Election of Officers.

18. LOGO

The logo may be worn by any individual member, so long as the person is on official business, programs or activities of the D.E.O. No unauthorised person shall wear the logo. No one shall reproduce or have produced for distribution the logo or any colourable imitation thereof without the permission of the executive.

19. AMENDMENTS

Amendments to these by laws may be done at any biennial general meeting, or a specially called meeting to do so by a two-thirds majority of the membership.

1. NAME

The name of the organisation shall be the Department of Emergency Management, St. James Central District Emergency Organisation otherwise referred to as (St. James Central D.E.O.).

2. VISION STATEMENT

To be the most effective community organisation in disaster preparedness and response.

3. MISSION TENANTS

- (a) Developing policies and programs to reduce the impact of disasters on vulnerable groups.
- (b) Establishing networking mechanisms that would facilitate the sharing of relevant best practices and information among our social partners.
- (c) Encourage community based organisations to mainstream disaster preparedness.
- (d) Educating households to identify and prepare for hazards, both man made and natural which are likely to impact their families.

- (e) Engaging the business sector in programmes that would influence them to adopt disaster preparedness and business continuity planning.
- (f) Building effective relationships with relevant government agencies with a view to acquiring the necessary technical and financial assistance that would facilitate effective delivery of our community response.
- (g) Creating an environment that would enhance the personal and professional development members.

4. CORE VALUES & GUIDING PRINCIPLES

As we strive to achieve our vision and pursue our mission, we will be guided by the following core values.

(1) *Respect*

Treating all persons with courtesy and dignity; recognizing the inestimable worth of each individual.

(2) *Responsiveness*

Being always ready to meet/satisfy the needs of others.

15. TRAINING

The Executive Committee shall seek relevant sources and personnel, locally, regionally and internationally to ensure that members are aptly trained where necessary, so that they can significantly contribute to the national comprehensive disaster mechanism and plans.

16. EQUIPMENT

The Executive Committee shall solicit on behalf of the D.E.O., from government agencies, the business sector, private sector, regional and international agencies, equipment and other accessories that are pertinent to the duties and task in which the D.E.O. will be required to perform.

17. BIENNIAL GENERAL MEETING

The date, time and place of the biennial general meeting, shall be set by the Executive Committee, and members notified in writing twenty-one days prior to the meeting. Voting shall be by secret ballot, unless otherwise agreed to by the majority of members present. A quorum for the election shall be a minimum of one third of the active membership.

call an extraordinary meeting or at the request of a minimum of five committee members.

A quorum shall consist of two-thirds of the executive members, inclusive of the co-opted members.

Meetings of the general body shall be held monthly, at a time and place agreed to by the Executive Committee. Members shall be notified a minimum of one week prior to the meeting. A quorum shall be one third of the active membership.

13. PUBLICATION OF OFFICIAL DOCUMENT

No member may without the approval of the Executive Committee, make public or communicate to the press, or to any unauthorised persons, any documents, papers or information which may come into his/her possession in his/her official capacity, or make private copies of any such document or papers. Each member is therefore required to exercise care and diligence to prevent unauthorised access to disclosures of such documents and information.

14. MISCONDUCT

Any member will be liable to disciplinary action by the Executive, and ratified by the general body, for any misconduct or the improper administration of the D.E.O. business and contravention of By-Laws of the D.E.O.

(3) Integrity

Being trustworthy, transacting activities in a manner which exhibits honesty and fair treatment to all; and standing for what is right.

(4) Commitment

Sacrificing individuals self-interest to preserve these values and honouring our pledges, promises and/or obligations to the organisation.

(5) Teamwork

Performing duties with a spirit of togetherness and making every effort to build highly effective relationships with our people.

(6) Stewardship

Demonstrating an unwavering moral or legal duty in the service of humanity.

(7) Dependability

Inspiring confidence in your capability to perform and deliver the results expected by others.

5. POLICY

The Department of Emergency Management, St. James Central District Emergency Organisation shall be non-partisan, non-commercial and non-sectarian.

6. ORGANISATIONAL STRUCTURE

Executive Committee

The Executive Committee shall be responsible for the overall management and development of the D.E.O. and shall comprise:

- (i) Chairman
- (ii) Vice Chairman
- (iii) Secretary
- (iv) Treasurer
- (v) Shelter Officer
- (vi) Medical Officer
- (vii) Damage Assessment & Information Officer
- (viii) Road Clearance & Transport Officer
- (ix) Communications Officer
- (x) Feeding & Clothing Officer

Members of the Executive Committee shall serve for two years and shall be eligible for re-election.

6. *Emergency Planning/Training/Special Projects*

This Committee shall collectively work with all committees to ensure adequate training opportunities are provided for our members. Shall coordinate special projects and emergency planning initiatives to ensure members and our community are kept informed of plans and procedures within the disaster spectrum.

7. *Communications*

The Committee shall seek to ensure a number of our members are adequately trained and practice the correct procedures for handling emergency traffic, and also proper radio operating techniques thus allowing the D.E.O. to be part of the emergency network, should the need arise.

11. BANK ACCOUNT

An account shall be opened at a bank agreed to by the executive and ratified by the general body. Signatories to the bank account shall be the Treasurer and the Chairman or Vice Chairman. The fiscal year shall be January 1 to December 31.

12. MEETINGS

The Executive Committee shall meet monthly. However, should conditions warrant, the Chairman may

2. Medical

This Committee shall seek to ensure a cadre of our members are adequately trained so as to give first responder medical care, should they be requested to do so at an incident or at a shelter.

3. Damage Assessment

This Committee shall seek to ensure that a cadre of our members are trained in the damage assessment procedures, so as to assist our community in the recovery process, should the island be impacted.

4. Road Clearance

This Committee shall seek to train and deploy a co-ordinated approach to assist the relevant authority to the issues of road clearing after an area has been impacted, and shall also assist the relevant authorities should there be an accident on our road network.

5. Finance

Shall seek to raise funds so that the association's administrative and operational requirements are provided for.

Should any member of the Committee cease to be a member, the Chairman shall convene a meeting for the purpose of electing another member to replace that member. Should this vacancy occur less than six months from elections, the Committee may appoint a member to that post on a temporary basis.

The Executive Committee may co-opt persons to the Committee or rescind any appointment as deemed necessary from time to time.

7. DUTIES OF OFFICERS

(1) Chairman

- (a)* Shall be the Chief Executive Officer of the D.E.O and shall have general charge and supervision of the organisation.
- (b)* Shall preside over all meetings of the D.E.O. general body and executive meetings.
- (c)* Shall ensure that the objectives and work of the D.E.O. are effectively achieved and is authorised to make statements on behalf of the D.E.O.
- (d)* Shall ensure that the D.E.O. works collectively and amicably with the Department of

Emergency Management and other stakeholders of the island's national disaster mechanism.

(e) Liaise with local and regional agencies when necessary.

(2) Vice Chairman

(a) Shall assist the Chairman in the performance of his/her duties.

(b) Shall assume the duties and responsibilities of the Chairman should that vacancy occur, or when asked to do so in the absence of the Chairman.

(c) Perform other duties as may be determined by the Executive Committee from time to time.

(d) Shall be responsible in collaboration with the Chairman and other committee members for all public relation exercises.

(3) Secretary

(a) Shall be responsible to keep accurate records of the minutes and proceedings of all meetings

(c) An inactive member is one who has not paid his/her subscriptions as stated in article 7 of the By-Laws, and has not regularly participate in any D.E.O. activities for 3 consecutive months.

(d) Associate membership is offered to the private and public sector and other interest groups, who work or may have financial or business entities within the district.

9. SUBSCRIPTIONS

Each member is required to pay an annual subscription of \$60.00, which shall be paid within the first three months of the year or upon three months after joining the association.

10. COMMITTEES

1. Shelter Management

Shall seek to have a cadre of members trained in shelter management principals, so as to supplement our shelter wardens in the event that the shelters are activated, so as to ensure that all shelters under our jurisdiction are effectively managed.

(10) Feeding & Clothing Officer

- (a) Assist the Department of Emergency Management's efforts in coordinating support and assistance of our social services to help meet the needs of individuals in our community, in the event of an incident or disaster.
- (b) To assist the shelter warden when required to do so with regards to the feeding and clothing of persons at the shelter.

8. MEMBERSHIP

- (a) Any person in good standing in the community is eligible to become a volunteer of the D.E.O. and shall complete and submit an application form and pay the first six months subscriptions. All applications are subject to the approval of the Executive Committee.
- (b) An active member is one who has paid his/her subscriptions and regularly attends meetings and participate in the programs and activities of the D.E.O.

of the executive and general body meetings, and to ensure that all documents and records are properly kept.

- (b) Shall attend to all correspondence as directed by the Chairman and/or the executive Committee.
- (c) Shall be responsible in conjunction with the Chairman for the preparation of all meetings of the executive and general body, including the circulation of notifications and agendas for meetings.
- (d) Shall keep an inventory of all equipment acquired by the D.E.O.

(4) Treasurer

- (a) Shall be responsible for the development and execution of financial policies, procedures, audits and controls.
- (b) Shall be responsible for the receipts and disbursement of all monies of the D.E.O., and shall report monthly in writing to the Executive Committee.

(c) Shall ensure that all books be prepared for an annual audit by an external auditor, and the report submitted at the annual general Meeting.

(5) Shelter Officer

(a) Shall assist the shelter wardens to ensure that all shelters are manned and members briefed regarding their responsibilities at the shelters.

(b) Shall assist the Department of Emergency Management to secure the selection of suitable buildings which may be used as emergency shelters.

(6) Medical Officer

(a) Shall ensure that the medical needs and procedures of the D.E.O. are established.

(b) Shall have a cadre of members trained to first responder level to assist the community, should the need arise.

(c) Shall obtain appropriate supplies and equipment for use by the medical committee.

(7) Damage Assessment & Information Officer

Shall seek to ensure that all enumeration districts are adequately assigned a Damage Assessment Officer by the relevant authorities.

(8) Road Clearance & Transport Officer

(a) Is responsible to ensure that a number of members are equipped and trained in the best techniques of road clearance and traffic management.

(b) Shall obtain adequate supplies, equipment and safety gear to support the road clearance team.

(9) Communications Officer

(a) Shall assist with web development, technological development enhancement and maintenance of the D.E.O. communicative devices.

(b) Shall ensure a number of persons are adequately trained in the best radio handling and message procedures.