

**By-Laws**  
**Southeast Regional Critical Incident Stress Management**  
**Team**  
**Chattanooga, Tennessee**

*Article I*  
*Operations*

*Section 1*

The scheduled meetings of the organization shall be held bimonthly.

*Section 2*

The annual meeting shall be held at the scheduled meeting in May..

*Section 3*

The quorum necessary for the transaction of business shall consist of one half plus one of the membership of the organization.

*Section 4*

A meeting of the Board of Directors may be called at any time by the President or by four (4) members of the Board. The quorum necessary for transacting business of the board shall not be less than four (4) members.

*Section 5*

The President may convene a called meeting to conduct the business of the organization whenever he deems necessary.

*Section 6*

The meetings will be conducted in accordance with Robert's Rules of Order.

## *Article II*

### *Administration*

#### *Section 1*

The administration to the organization shall be vested in the Board of Directors.

#### *Section 2*

The Officers of the organization shall be the President, Vice-President, Secretary, Treasurer, Team Coordinator, and Clinical Coordinator.

#### *Section 3*

The Board of Directors shall consist of the officers and three (3) team members at large.

#### *Section 4*

The President shall appoint an audit Committee to review the financial records of the organization and report at the annual meeting.

#### *Section 5*

The President shall appoint other committees as necessary

## *Article III*

### *Finances*

#### *Section 1*

The fiscal year of the organization shall be from May 1 thru April 30.

#### *Section 2*

The general fund shall consist of all monies collected from donations, fund raising, or any other non-assigned monies.

#### *Section 3*

Special Project funds shall consist of monies obtained for a specific purpose or monies that are earmarked for a special project.

#### *Section 4*

Monies of the general fund shall be expended during the fiscal year as the membership sees fit.

#### *Section 5*

Special project funds may continue for year to year as is necessary to fund and complete the designated project.

#### *Section 6*

All disbursements of the organization shall be made by the Treasurer or President.

#### *Section 7*

The funds shall be disbursed only at the direction of the membership as provided for in the by-laws.

#### *Section 8*

The organization may require a bond be posted upon the President and Treasurer.

### *Section 9*

The president may call upon the Treasurer for an accurate accounting of all funds at any time.

### *Section 10*

Disbursement of general funds requires approval of a majority of members present at the meeting.

### *Section 11*

Disbursements of special project funds shall be made by the Treasurer or President as needed to support the special project, only within the approved financial bounds of that project. The Treasurer shall provide a true and accurate accounting of each project at the scheduled meetings.

### *Section 12*

All records, books, papers, correspondence and bills shall be preserved by the Secretary until authorized for destruction by the Board of Directors.

## *Article III*

### *Board of Directors*

#### *Section 1*

The Board of Directors shall consist of nine members, the President, Vice-President, Secretary, Treasurer, Team Coordinator, Clinical Coordinator and three (3) members at large. All members of the board shall be members of the Southeast Regional Critical Incident Stress Management Team.

#### *Section 2*

The President, Vice-President, Secretary, Treasurer, Team Coordinator, and Clinical Coordinator shall be a perpetual board.

#### *Section 3*

The President shall have power to fill vacancies on the board until the next scheduled election.

## *Article IV*

### *Membership*

#### *Section 1*

Any person who is directly involved with the delivery of emergency services or mental health services in the Southeast EMS region with at least 5 years service is eligible for membership.

#### *Section 2*

The Board of Directors shall investigate all applications for membership and report at the scheduled meetings.

## *Article V*

### *Amendments*

#### *Section 1*

These by-laws may be amended at any scheduled meeting of the organization by a two-thirds majority of the members present voting by secret ballot

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#### *Section 2*

At least one month notice shall be provided to membership of proposed changes in the by-laws.