

Benton County, Iowa

**Critical Incident Stress Management
Team**

(Benton County CISM Team)

ORGANIZATIONAL BY-LAWS

January 2023

Table of Contents

Cover Page	1
Table of Contents	2
BCCSIM Team Purpose, Mission, Vision, and Values Statements	3
Article I: Name, Location, and Geographical Area Served	4
Article II: Financial Status	4
Article III: Officer Positions	4-6
Article IV: Clinical Director	7
Article V: Meetings	7
Article VI: Conflict of Interest	8
Article VII: Amendments	9
Article VIII: Dissolution	9

BCCISM Purpose Statement

The purpose of the Benton County CISM Team is to provide support in the immediate aftermath of critical incidents, mental health resources, and support for the overall well-being of first responders and crisis workers.

BCCISM Team Vision

To provide unparalleled support to the first responders and crisis workers of Benton County through displaying respect, integrity, and passion.

BCCISM Team Mission Statement

To provide a safe, confidential, and facilitated area for first responders and crisis workers to begin processing critical incidents endured while serving their community.

BCCISM Values

Wellness – Creating a holistic wellness culture to improve our responders' minds and bodies.

Respect – Treating everyone equally and with dignity and seeking to understand them.

Integrity – Always acting in the best interest of whom we serve and the Team.

Passion – Displaying a relentless desire to serve those who serve us.

Education – Always seeking to improve our knowledge base in areas that will improve our services.

Article I

Section 1: The name of this organization shall be the Benton County Critical Incident Stress Management Team; hereafter may be referred to as the BCCISM Team, Benton County CISM Team, or Team.

Section 2: This organization will be housed at the office of the Rural Access Hub at 811 D Avenue, Suite 28, Vinton, Iowa 52349.

Section 3: This organization shall serve an area consisting of, but not limited to, the county of Benton within the state of Iowa, hereafter referred to as the Benton County CISM Team service area.

Article II

Financial Status

Section 1: The Benton County CISM Team is a volunteer organization authorized as a 501(c)(3) non-profit by the Internal Revenue Service (IRS). The organization shall not charge any other organization or individuals for services rendered. Members of the organization shall not accept monies for services rendered on behalf of the organization. Members of the team may accept 'tokens of gratitude' from individuals or services should they be given. Should an individual or organization wish to make a monetary donation to the organization, they should be directed to the President or Treasurer.

Article III

Officer Positions

Section 1: Officers

The officer positions within the Benton County CISM Team will include the following:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Clinical Board Member (CBM)

All officer candidates, except for the Clinical Board Member, must be current members in good standing of the organization. The Clinical Board Member must be a licensed mental health professional (MHP).

Section 2: Elections and Terms of Officers

The election of officers shall be held at the second quarterly meeting of the year. The newly appointed officers will take effect at the conclusion of the current meeting.

The elections of officers may be done by a secret ballot, either in-person or electronically unless there is only one nominated candidate. In this case, a unanimous decision can be reached if the candidate agrees to assume the duties of the respective office.

Section 3: Terms of Office

The CBM shall serve a one (1) year term.

All remaining officers shall serve a two (2) year term, and election years shall be staggered.

President and Secretary: even years

Vice President and Treasurer: odd years

Solicitation for the office of CBM shall be conducted at the first quarterly meeting. Interested candidates shall submit a resume containing their qualifications along with a letter of interest stating their interest in serving on the team to the Benton County CISM Team Secretary. If the Board finds the individual(s) qualified, the Secretary will forward the candidate's information to the team members for review and consideration at the second quarterly meeting.

Section 4: Vacancy of Office

If an officer is no longer capable of performing the duties of his or her respective office, or he or she no longer meets the requirements for membership of the Team, written notice of the circumstances shall be provided as soon as feasibly possible to the Benton County CISM Team Secretary. If written notice is not provided, the Board can vote to accept the resignation or termination unanimously.

An officer may be removed from office with documented cause by a majority vote of the remaining officers.

A vacancy in the office of the CBM shall be filled at the next regular meeting or as soon as possible.

A vacancy in the office of the President shall be filled by the Vice President.

Any other vacancy which is created shall be filled by a qualified member as determined by the Team and shall complete the remainder of the term of the vacated office.

Section 5: Duties of Officers

The President shall:

1. Preside over meetings
2. Provide the orientation of new members
3. Provide oversight and assist other officers in tasks
4. Other duties and responsibilities as required or requested
5. May act as the Team Coordinator

The Vice President shall:

1. Preside over meetings in the absence of the President
2. Assist in the orientation of new members
3. Perform duties of the secretary or treasurer in their absence
4. Other duties and responsibilities as required or requested
5. May act as the Assistant Team Coordinator

The Treasurer shall:

1. Maintain all financial records related to the Benton County CISM Team
2. Oversee and approve expenses and transactions
3. Provide a current financial report at all meetings or as requested
4. Assist in grant-based or other outside funding projects
5. Be a resource for financial inquiries from members of the organization
6. Other duties and responsibilities as required or requested

The Secretary shall:

1. Inform all members of meetings or other business
2. Record, publish, and disseminate meeting minutes
3. Assist in the creation or maintenance of organization records and reports
4. Creation of meeting agendas and rosters for training and meetings
5. Other duties and responsibilities as required or requested

The Clinical Board Member shall:

1. Serve as a subject matter expert in mental health
2. Be a resource to members of the organization
3. Review and provide expert opinion on organizational policies and procedures
4. Other duties and responsibilities as required or requested

All officers may be required to assist with the forming of grants or other requested projects.

The President and Vice President may fill the Team Coordinator and Assistant Team Coordinator roles. The position of Treasurer and Secretary will be opened to any other team member having served one or more years on the team and is in good standing. This can be changed by a majority vote of the team at any election. Any member may request a vote on this matter. Should this be changed, the Board shall seek members to form an executive committee absent of team members. Current Board Members at the time will remain in place until new members are found.

Clinical Director IV

Section 1: The Benton County CISM Team is required to have a clinical director to provide crisis intervention services. The Clinical Director must be a licensed mental health professional per the Clinical Director Requirements policy. Appointment of the Clinical Director shall be at the discretion of the board. The Clinical Director is not a voting member of the team and should provide expert oversight in any area relating to mental health.

Article V

Meetings

Section 1: Quorum/Voting

A quorum at a meeting shall be represented by one-third of the board members of the organization.

A tie vote fails. Revisions to the item may be suggested, and the item may be brought back for voting.

Voting by E-Mail

1. All participants must have access to the necessary equipment for participation in the e-vote, including but not limited to the internet and a device with the ability to access the internet. (If any participants do not have access, an e-vote cannot be taken.)
2. All message threads of e-votes will be introduced and saved by the President. Any member wishing to initiate an e-motion shall submit it to the President.
3. The President shall develop the timeframe for the e-vote. Each requested e-vote will clearly state the timeframe and may not be any less than 24 hours.
4. Each motion must contain a clear subject line containing the motion and timeframe.
5. A second is not necessary for the motion to be considered.
6. If a motion is altered, a new e-mail message unattached to any other thread and containing a clear subject line must be started.
7. No more than one e-vote motion may be considered at one time. An e-vote may be suspended by the President to propose a new motion if required by clearly stating in the subject line that the motion is being suspended and stating why in the body of the e-mail.
8. Each e-vote will be recorded by the President or Secretary for future reference. Therefore, when responding to an e-vote, members shall include the President and the Secretary but may reply to all.

9. Members shall respond with “Yes”, “No”, “Abstain”, or a question seeking clarification.
10. All motions will be numbered.
11. Subsequent and incidental motions will be given numbers followed by the number of the motion.
12. The President shall announce the results of the vote after coordinating with the Secretary.
13. The President shall refer to any electronic votes done between meetings at the next regularly scheduled meeting.
14. Any member shall have the right to request a copy of the email thread of an e-vote upon request within 72 hours.
15. If any member suggests the motion be discussed at a regular meeting, then the motion is suspended until the next regularly scheduled meeting.

Benton County CISM Team Meetings

Regular business meetings will be held quarterly. Quarterly meetings for the following year will be set at the last meeting of the fiscal year.

Special meetings may be called by the Officers or Coordinators of the Team if necessary.

Meetings shall be conducted utilizing Robert’s Rules of Order.

The Officers shall hold a minimum of one (1) Board meeting annually.

A special board meeting may be requested by any officer.

Meetings may take place in person, electronically, or a combination of the two.

Regularly scheduled meeting agendas shall be sent to all members no less than one (1) week before the meeting by the Secretary.

Article VI

Conflict of Interest

Section 1: Should a member of the Benton County CISM Team believe to have a conflict of interest regarding the organization’s vision, mission, code of conduct, values, or any other aspect, the member shall make it publicly known, then abstain from voting on the given matter.

Section 2: Members of the Benton County CISM Team may serve in other positions in areas relating to the Benton County CISM Team. However, when acting on behalf of the Team, members shall do what is in the best interest of the Team.

Article VII

Amendments

These bylaws may be amended if the following conditions are met: 1. The Secretary shall provide electronic copies to all board members 14 days prior to the next quarterly meeting. 2. The changes are approved by a majority vote of the board members present at the meeting, provided that a quorum is present.

Exception: These bylaws may also be amended without a 14-day notice if there is a unanimous vote by all Board members.

Article VIII

Dissolution

The duration of the corporate existence shall be perpetual. In the event of liquidation, dissolution, or winding up of the Corporation, whether voluntary, involuntary, or by the operation of law, the property or other assets of the Corporation remaining after the payment, satisfaction, and discharge of liabilities or obligations, shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.