



# FLORIDA PRESBYTERIAN DISASTER ASSISTANCE NETWORK

In Partnership with Presbyterian Disaster Assistance (PCUSA)



## FLORIDA PRESBYTERIAN DISASTER ASSISTANCE, INC. BYLAWS

### Article I. NAME & PURPOSE

Section 1.01 The organization shall be known as Florida Presbyterian Disaster Assistance Network, Inc. It shall also be referred to as Florida PDA Network or FLAPDAN.

Section 1.02 The Florida Presbyterian Disaster Assistance Network, Inc. (FLAPDAN) is a mutually agreed upon partnership organization between the six Presbyterian Church (USA) presbyteries in Florida, the Synod of South Atlantic and Presbyterian Disaster Assistance. Individual presbyteries authorize, by election or appointment, their voting membership.

Section 1.03 The Network was informally organized following the hurricanes in the summer of 2004 for the purpose of connecting each presbytery response effort with other efforts occurring throughout the state.

Section 1.04 The Network is established by the ongoing need for presbyteries and congregations to be better organized and prepared to respond to traumatic events within their bounds.

Section 1.05 The purpose of FLAPDAN is to address the needs of the Body of Christ during times of disaster. The goals of the Network are:

- To provide a communication link between the presbyteries, Synod of South Atlantic (Synod) and Presbyterian Disaster Assistance (PDA).
- To communicate and coordinate with other disaster organizations, including community, faith-based, local, state and federal government and private sector.
- To address common issues of preparation, response and long term recovery following a disaster event.
- To advocate for specific needs in affected presbyteries.
- To identify and develop resources.
- To develop and recommend protocols to be used by presbyteries in times of disaster.

- To support training for disaster preparedness and response for presbyteries and their member congregations.

Section 1.06 The Florida PDA Network affirms a commitment to strengthen, as much as possible, each presbytery's disaster preparedness, response, recovery and rebuilding efforts and we commit ourselves to equip Presbyterians statewide to serve survivors in Christ's name.

## **Article II. OPERATIONAL PROCEDURES**

Section 2.01 The principal office of FLAPDAN shall be located at the office of the Executive Director or other such location as the Executive Committee may designate.

Section 2.02 The business mailing address will be the office of the Executive Director or the accounting firm.

Section 2.03 The fiscal year will be from January 1 to December 31.

## **Article III. MEMBERSHIP**

Section 3.01 Network Membership consists of voting and at-large members.

Section 3.02 Selection, Rights and Tenure  
Voting membership consists of eighteen members with an equal number of three members elected from each of the six presbyteries in Florida. Each presbytery, through its current standing rules, will determine who serves as voting members on the Network. The elected members shall serve a three year term and can be elected to multiple terms.

Section 3.03 At-Large Network members will consist of all interested and active individuals participating in disaster preparedness or response within their local community, congregation or presbytery. At-Large members may have voice at Network meetings, serve with voice and vote on work and/or study groups, and participate fully in training events or activities. At-Large members shall not make motions or vote on motions brought before the elected Network members.

Section 3.04 Presbytery Executives and Rebuilding Coordinators will be invited to serve as ex officio members.

Section 3.05 A quorum shall be defined as three of the six partner presbyteries being present in person or via conference call. Of those present, a majority vote will carry the question.

## **Article IV. MEETINGS**

Section 4.01 The Florida PDA Network shall meet at least two times a year. Minutes of all meetings shall be dispersed to Network partners. The purpose of the meetings shall be:

- To communicate among members and provide information and support;
- To receive reports;
- To review and request funding from appropriate sources;
- To build cooperation;
- To develop collaborative tools for ministry in disasters; and
- To facilitate training.
- To elect officers.

Section 4.02 Meetings may be held in person or by conference call.

## **Article VI. EXECUTIVE COMMITTEE**

Section 6.01 Officers

The officers of the Florida PDA Network shall be a president, vice president, secretary, treasurer and two directors. The Network is responsible for determining and electing the necessary officers from the active Network members to facilitate its purpose. No more than one network member from each Presbytery may serve on the Executive Committee.

Section 6.02 Executive Committee

The Executive Team shall consist of the four elected officers and two directors elected from the Network and one representative from the Florida Executive Staff, (if so desired). In the event a seat on the Executive Committee becomes vacant, the Network may temporarily appoint someone until presbytery action can be taken.

Section 6.03 The Executive Committee shall meet as needed, but at least twice a year, immediately prior to each Network meeting. The moderator may serve in that position for no more than two consecutive years. The moderator and the Florida

Executive Staff representative may not be from the same presbytery. The moderator shall rotate between the presbyteries.

Section 6.04 Members of the Executive Committee shall be active in the Florida PDA Network or PDA.

Section 6.05 Responsibilities of the Executive Committee include but are not limited to:

- Reviewing, requesting and distributing funds (accounting will be handled by the Synod);
- Presenting a report of any action taken or not taken at the next scheduled Network meeting;
- Preparing the Network Meeting agenda;
- Overseeing completion of tasks and goals;
- Reviewing the partnership agreement bi-yearly and recommending changes for approval by presbyteries. The Network shall approve any change in the partnership agreement before sending it on to presbyteries, and
- Reporting to the Florida Executive Staff.

Section 6.02 Officer Job Descriptions

**President:** The President shall be chief executive officer of the Corporation and will, subject to the control of the Board of Directors or the Executive Committee, supervise and control the affairs of the Corporation. The President will perform all duties incident to such office and such other duties as may be provided in these bylaws or as may be prescribed from time to time by the Board of Directors. The President shall preside at all board meetings and shall exercise parliamentary control in accordance with Roberts Rules of Order.

**Vice President:** The Vice President shall act in place of the President in the event of the President's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the board.

**Secretary:** The Secretary shall keep minutes of all meetings, shall be the custodian of the corporate records, shall give all notices as are required by law or these bylaws, and, generally, shall perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these bylaws.

**Treasurer:** The Treasurer will have charge and custody of all funds of this Corporation, will oversee and supervise the financial business of the Corporation, will render reports

and accountings to the Directors as required by the Board of Directors, and will perform in general all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these bylaws or which may be assigned from time to time by Board of Directors.

## **Article VII. COMMITTEES**

Section 7.01 Subcommittees or Task Forces may be formed and dissolved by the board on an as needed basis to address specific needs or issues.

## **Article VIII. AMMENDMENTS**

Section 8.01 Amendments to these by-laws must be approved by a vote of two-thirds of the Members present entitled to vote at any annual or special meeting. Proposed Amendments must be distributed to the voting member representatives no less than three (3) weeks prior to the meeting at which the amendments will be considered.

## **Article IX. DISSOLUTION**

Section 9.01 Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Code), as the Board of Directors shall determine or to the federal, 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 in the county in which the principal office of the corporation is then located, exclusively for such purpose or to such organization or organizations as such court shall determine, which are organized and operated exclusively for such purposes.

## **Article X. AFFILIATION**

Section 10.01 The Florida PDA Network shall maintain full and active membership in Florida Voluntary Organizations Active in Disaster (VOAD). The FLAPDAN Coordinator shall ordinarily represent FLAPDAN at Florida VOAD meetings.

Section 10.02 The Florida PDA Network shall work in partnership and maintain a Memorandum of Understanding with Volunteer Florida.

Section 10.03 The Florida PDA Network is affiliated with Presbyterian Disaster Assistance of the Presbyterian Church USA and affirms the Statement of Values approved by the PDA Advisory Committee.

Section 10.04 The Network may act as a guiding body or be empowered as a Commission when two or more presbyteries are affected by a disaster.

**Formally adopted and approved this 5<sup>th</sup> day of December, 2013**