

# **MATRAC Disaster Planning Committee**

## **BY-LAWS**

### ARTICLE I. Organization

Section A. The name of this organization shall be called MATRAC Disaster Planning Committee (DPC)

Section B. This Committee shall be a non-profit organization and shall not engage in any activities or practices not allowed or permitted to (a) an organization exempt from Federal Income Tax under Section 501 (c)(3) or future United States Internal Revenue law or (b) an organization contributions code of 1954 or any other applicable provisions of any future United States Internal revenue law.

### ARTICLE II. Objectives

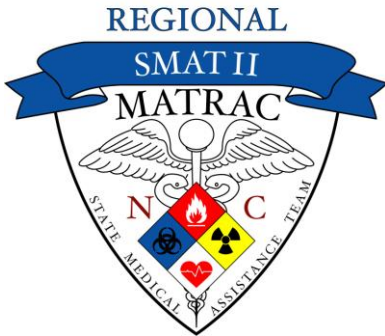
Section A. This committee strives to improve medical care to persons involved in disasters, manmade or natural, through cooperation of area hospitals and medical societies within the Western North Carolina Area, and beyond. The committee has prepared Regional Disaster Response Plans to assist the Western Region or State of North Carolina based on the North Carolina Emergency Operations Plan, ESF 8. We strive to improve our response of advanced medical care and equipment to persons involved in man-made or natural disaster.

### ARTICLE III Emblems

Section A. The emblem of the MATRAC Disaster Planning Committee shall be as shown:



The emblem of MATRAC SMAT II shall be as shown:



### ARTICLE IV. Membership

Section A. Membership to the MATRAC Disaster Planning Committee is based on the following:

1. Hospitals and EMS who choose affiliation with the Regional Advisory Committee (RAC) hospital, which for the Western North Carolina Region is Mission Hospitals, would be included.
2. Regional Agencies i.e.: RRT 6 and PHRST 6, who would assist Hospitals or EMS in the event of a disaster are invited to participate with this committee.
3. Special interest groups, i.e.: universities or local community colleges, behavioral health care agencies, Red Cross or any volunteer agencies within the region are invited to participate on the committee.
4. Any state agency i.e. (NC Emergency Management -NCEM, NC Office of EMS - NCOEMS, NC Hospital Association - NCHA, NC Public Health - NCPH;) who would assist with the disaster planning or the potential event would be included.
5. Local law enforcement, fire departments, public health, schools, social services, public works, police departments, transportation services, student health services, private medical providers, group homes, nursing homes and assisted living are invited to participate with this committee.

Section B. The following Hospitals and EMS are listed for MATRAC Region

<b>County</b>	<b>Hospital</b>	<b>EMS</b>
Avery	Cannon	Avery Co.
Burke	N/A	Burke Co. EMS
Buncombe	Mission VA Medical	Buncombe
Eastern Band of Cherokee	Cherokee Indian Hospital	Tribal EMS
Cherokee	Murphy Medical	Cherokee Co.
Clay	N/A	Clay
Graham	N/A	Graham Co.
Jackson	Harris Regional	Westcare EMS
Haywood	Haywood Regional	Haywood EMS
Henderson	Park Ridge  Pardee Hospital	Henderson Co.
Madison	N/A	Madison Co. EMS
Macon	Angel Medical  Highlands/Cashiers	Macon Co. EMS
McDowell	McDowell Hospital	McDowell EMS
Mitchell	Spruce Pine Hospital	Mitchell Co. EMS
Polk	St. Lukes Hospital	Polk Co. EMS
Rutherford	Rutherford Co. Hospital	Rutherford EMS
Swain	Swain Co. Hospital	Swain Co. EMS
Transylvania	Transylvania Community Hospital	Transylvania EMS

Adopted: November 23 2005

Section B. There are no membership dues.

#### ARTICLE V. Meetings

Section A. Meetings are held quarterly, each meeting is announced by email one month, then two weeks in advance of the meeting. The MATRAC DPC sub-committee meets as needed determined by the MATRAC Regional Disaster Preparedness Planner.

Section B. The HRSA Grant Application requires individual hospitals and EMS to send a representative to the quarterly meetings.

#### ARTICLE VI. Meeting Procedure

Section A. The order of Business for regular membership meetings shall be as follows:

1. Call to Order – MATRAC Regional Disaster Preparedness Planner
2. Moment of Silence
3. Guest Speaker
4. Roll Call & Acceptance of the minutes – Secretary
5. Report from State Office of EMS – BT Specialist
6. Report from Regional EM – Regional EM Director
7. Report from PHRST 6
8. Other reports from the Region
9. Report of Sub-committees
10. Unfinished Business
11. New Business
12. Announcements
13. Adjournment

## ARTICLE VII. Subcommittees

Section A. The Regional Hospital Disaster Planner shall appoint sub-committees to address the needs of the Region. The following sub-committee's were established in 2004.

1. Regional Disaster Planning Sub-committee
2. Communication Sub-committee
3. SMAT Steering Sub-committee

Section B. Each sub-committee shall be tasked with assignments based on the needs of the Region and directives outlined in the "Scope of Work" for the Regional Disaster Preparedness Planner.

## ARTICLE VIII. Parliamentary Procedure

Section A. Except as governed by the rules in these By-Laws, the proceedings of this committee shall be conducted in accordance with Robert's Rules of Order.

## ARTICLE VIX. Amendments

Section A. These By-Laws may be amended at any regular membership meeting by a two-thirds (2/3) vote of those present and voting, provided:

1. The Amendment is not in conflict with the tax-exempt requirements of the United States Internal Revenue Service for this Committee: and
2. The Amendment has been approved in a Sub-committee prior meeting, where 2/3 of attendees were present.
3. In the event 2/3 of attendees are not present at a meeting an email vote could be utilized.