



# **RADIOLOGICAL EMERGENCY VOLUNTEER CORPS ORGANIZATION BYLAWS AND GUIDELINES**

## ARTICLE I: NAME AND ORGANIZATION

The name of this organization shall be called Radiological Emergency Volunteer Corps and shall be housed under the North Carolina Office of Emergency Medical Services, Division of Health Service Regulation, Department of Health and Human Services, hereinafter referred to as "REVC".

## ARTICLE II: MISSION

To respond to radiological emergencies and events in support of local, regional, and state requests for setup and staffing of radiation screening/monitoring stations, in particular at designated reception and congregate care centers.

## ARTICLE III: PURPOSE

To enhance the capability and capacity of communities in North Carolina to respond and recover from radiological emergencies and events by providing a pool of emergency response volunteers trained and ready to respond to these events which can be activated upon request.

## ARTICLE IV: MEMBERSHIP

Membership to the REVC is a combination of volunteers within the North Carolina Medical Reserve Corps Program and Team of Radiological Emergency Volunteers that have completed training in radiation response. Membership on the REVC is voluntary and non-binding.

A REVC Oversight Group shall be named from agencies and organizations which support the mission of REVC and/or have statutory responsibility for emergency response in North Carolina for the explicit purposes of program oversight and guidance. This group will also assist as a liaison of the REVC to the larger emergency response community and will oversee the activities of the Unit Coordinator and Unit Recorder. At a minimum this group will include five (5) members representing NCDHSR (3 - Radiation Protection Section, Medical Reserve Corps, and Healthcare Preparedness), NCDPH (1 - Public Health Preparedness), and NCEM (1 - Radiological Emergency Preparedness).

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A REVC Leadership Group shall be named from the REVC membership for the explicit purpose of program direction and coordination, to include but not limited to, prioritizing activities, program sustainability (recruiting, training, etc.), deployment readiness (plan and response integration), as well as, addressing concerns of liability, and administration of volunteers. In addition to the REVC Unit Coordinator and Unit Recorder, group membership should include 10-12 members representing professional, private, governmental, and academic organizations with expertise in or responsibility for radiation safety and medical/emergency response from the local, regional, and state levels.

Member organizations of the Oversight Group may select individuals to represent them within the REVC (Leadership Group). These representatives will be granted the privilege of membership and voting power.

#### ARTICLE V: OFFICERS AND THEIR DUTIES

- A. Officers of the REVC shall include a Unit Coordinator and a Recorder.
  - 1. The Unit Coordinator shall preside at all meetings of the REVC unless a designee has been assigned. The Unit Coordinator shall engage the Leadership Group to establish committees and assign duties, as necessary, and will perform any and all other duties as may be required by the position. The Unit Coordinator has the right to enforce bylaws provisions and the decisions of the Leadership Group. Should the Unit Coordinator be unable to perform the duties of that position, the Leadership Group shall select a member of their group to act as the Unit Coordinator until the Oversight Group has selected a replacement, or until the Unit Coordinator can resume the duties of the position.
  - 2. A Unit Recorder shall be named to keep the minutes of all meetings of the REVC, attend to all correspondence of the REVC, and be responsible for notification of members of all meetings, events and activities. The Unit Recorder will serve as record keeper/historian of the REVC for the purpose of maintaining continuity within the organization.
- B. The Unit Coordinator and Unit Recorder will act as an ex-officio members of the REVC Unit and will maintain no voting power.
- C. Vacancies shall be filled by representatives of the NC Office of Emergency Medical Services (Unit Coordinator) and NC Public Health Preparedness and Response Branch (Unit Recorder).
- D. Any person who holds a position may be removed for failure to perform the duties of said position. Removal shall be administered through the Oversight Group in coordination with the NC Office of Emergency Medical Services.

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## ARTICLE VI: MEETINGS – REGULAR AND SPECIAL

- A. Regular meetings of the REVC shall be scheduled every 2 months, beginning with the month of February, unless otherwise decided upon by the membership, officers or Leadership Group.

The regular meeting scheduled in December, in addition to the regular business of REVC, shall be the annual membership meeting for the purpose of the annual election of REVC officers and Leadership Group by the volunteer membership.

- B. Special meetings may be called by the Unit Coordinator or Leadership Group. Within three (3) days the Recorder shall notify the volunteers of the time, place and purpose of the meeting in writing or by email. The meeting shall be scheduled no sooner than five (5) business days from the date of notification.
- C. Special meetings may be called by the volunteers. Upon receipt of a petition, signed by three (3) or more REVC members, the Unit Coordinator shall call such a meeting. The Recorder shall notify in writing or email, the members of the time, place and purpose of the meeting within three (3) business days. The meeting shall be scheduled no sooner than five (5) business days from the date of notification.
- D. Meetings shall be conducted in an orderly and business-like manner. The meetings will generally follow Roberts's Rules of Order.
- E. Immediately following adoption of these bylaws, the interim officers shall convene a special meeting to elect the officers to serve a two (2) year term. Current officers may be re-elected to concurrent terms.
- F. Members present shall constitute a quorum for purposes of this special meeting.

## ARTICLE VII: VOTING

Each person holding a REVC status, outside the Unit Coordinator and Unit Recorder, present at a general or special meeting of the REVC shall have one vote and shall be active members as defined in the REVC Standard Operational Procedures (SOP).

For purposes of the Annual Membership Meeting and whenever a vote of the REVC membership may be required, fifty percent (50%) plus one (1) of the members shall constitute a quorum.



#### ARTICLE VIII: STANDING RULES

The REVC members may adopt standing rules to further define the operation of the REVC. Standing rules shall not conflict with any bylaws. Standing rules may be adopted, amended or suspended without prior notice at any meeting of the REVC.

Members shall exercise good faith in all transactions touching upon their duties to the REVC. In their dealings with and on behalf of the REVC, they are each held to a rule of honesty and fair dealings between themselves and the REVC. They shall not use their positions as members, or knowledge gained there from, to their personal benefit and to the detriment of the REVC.

#### ARTICLE IX: BYLAWS AND AMENDMENTS

Committees shall be appointed as needed. A committee can either be a standing committee or a special committee with a limited term.

The bylaws will be reviewed annually for amendment considerations.