

## **Florida Response Team Charities Inc. Bylaws of Florida Response Team Charities Inc**

### **1. Article I: Name, Principal Address, and Purpose**

- a. **Section 1: Name:** *The name of the organization shall be Florida Response Team Charities Inc.*
- b. **Section 2: Address:** *The principal address of the organization is 18701 N DALE MABRY HWY, LUTZ, FL 3354. This is where all corporate records will be stored.*
- c. **Section 3: Purpose:** *The purpose of Florida Response Team Charities Inc : Florida Response Team Charities Inc Inc. is a key player in the Tampa Bay area, providing support and resources to bolster community resilience. We focus our efforts on using our financial resources to equip, train, and deploy self-sufficient mobile response units in times of need. Our mission is to foster a safer and more prepared community by offering top-quality training in CPR, Active Shooter response, and disaster preparedness to a wide range of recipients, including individuals, corporations, and government entities. We operate under the principles of the Incident Command System, ensuring efficient and effective response during emergencies. Our ultimate goal is to ensure every community member is well-equipped and prepared to handle emergencies, contributing to the overall safety and well-being of all. We sustain our operations through various revenue streams, including contributions, training offerings, corporate sponsorships, and government grants.*

### **2. Article II: Board of Directors**

- a. **Section 1: Board Role, Size, and Compensation:** *The board is responsible for overall policy and direction of the association, and delegates responsibility for day-to-day operations to the staff and committees. The board shall have a minimum of 3 and a maximum of 15 members. The board receives no compensation other than reasonable expenses.*
- b. **Section 2: Terms:** *Board members will serve for terms of three years.*
- c. **Section 3: Board Elections:** *New directors and current directors shall be elected or re-elected by the serving board of directors at the annual meeting.*
- d. **Section 4: Removal:** *A board member may be removed by a majority vote of the board at a meeting where quorum is present.*

### **3. Article III: Officers**

- a. **Section 1: Officers:** *The officers of the Board shall be the Chair, Vice-Chair, Secretary, and Treasurer.*
- b. **Section 2: Duties:**
  - i. **Chair of the Board**
    1. **Role Overview:**  
*The Chair serves as the head of the Board of Directors and is responsible for providing strategic leadership, ensuring effective governance, and facilitating board meetings.*
    2. **Primary Duties:**
      - a. **Leadership and Governance:** *Oversees the organization's mission and strategic direction, working closely with the Board and Executive Director (if applicable).*

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- b. **Meeting Facilitation:** *Presides over all Board meetings, ensuring effective and inclusive discussion, and adherence to the agenda and bylaws.*
- c. **Board Development:** *Leads efforts to recruit, orient, and support new board members and evaluates board performance.*
- d. **Liaison Role:** *Acts as a primary liaison between the Board and the organization's leadership, ensuring clear and regular communication.*
- e. **Spokesperson:** *Serves as a representative of the organization in the community and at public functions, as needed.*

### **ii. Vice-Chair of the Board**

#### **1. Role Overview:**

*The Vice-Chair supports the Chair in their duties and stands in when the Chair is unavailable. This role helps ensure continuity and assists in fulfilling leadership responsibilities.*

#### **2. Primary Duties:**

- 3. **Support to Chair:** *Assists the Chair in meeting facilitation and other leadership functions.*
- 4. **Succession Planning:** *Prepares to assume the role of Chair if needed, providing stability in organizational leadership.*
- 5. **Committee Oversight:** *May chair specific board committees or task forces, coordinating projects and ensuring alignment with organizational goals.*
- 6. **Interim Leadership:** *Acts on behalf of the Chair when they are absent or unable to fulfill their duties, maintaining continuity in governance.*
- 7. **Special Assignments:** *Undertakes special projects or responsibilities assigned by the Chair or Board.*

### **iii. Secretary of the Board**

#### **1. Role Overview:**

*The Secretary is responsible for maintaining accurate records and managing documentation related to board activities.*

#### **2. Primary Duties:**

- 3. **Meeting Documentation:** *Records and distributes minutes of all Board meetings, ensuring accuracy and accessibility.*
- 4. **Record-Keeping:** *Maintains official board documents, including minutes, bylaws, and policies.*
- 5. **Legal Compliance:** *Ensures that the organization's records meet legal standards and maintains organizational documents for easy reference.*
- 6. **Communication:** *Manages board communications, including notifying members of meetings and distributing agendas.*
- 7. **Corporate Filings:** *Assists in preparing any necessary filings required by state or federal agencies to maintain the organization's 501(c)(3) status.*

### **iv. Treasurer of the Board**

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1. **Role Overview:**

*The Treasurer manages the organization's financial affairs, ensuring sound financial oversight and reporting to the Board.*
2. **Primary Duties:**
  - a. **Financial Oversight:** *Monitors the organization's finances, budget, and financial policies.*
  - b. **Budget Preparation:** *Works with the organization's leadership to develop an annual budget and ensures the Board understands the financial implications of its decisions.*
  - c. **Financial Reporting:** *Presents regular financial reports to the Board, providing clarity on the organization's fiscal health.*
  - d. **Compliance:** *Ensures compliance with federal, state, and local financial regulations, including IRS filings necessary to retain 501(c)(3) status.*
  - e. **Audit and Finance Committee:** *May lead the audit and finance committee, coordinating annual audits and ensuring accurate reporting.*
4. **Article IV: Meetings**
  - a. **Section 1: Annual Meeting:** *The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time.*
  - b. **Section 2: Regular and Special Meetings:** *Regular and special meetings shall be held at an agreed-upon time and place.*
  - c. **Section 3: Notice:** *Notice of each meeting shall be given to each board member not less than [insert number] days before the meeting.*
  - d. **Section 4: Quorum:** *The presence of 51% or greater of the total of board members at a meeting constitutes a quorum. Exactly 50% does not constitute a quorum.*
5. **Article V: Committees**
  - a. **Section 1:** *The board may create committees as needed.*
6. **Article VI: Fiscal Year**
  - a. **Section 1:** *The fiscal year of the organization shall end on December 31<sup>st</sup>.*
7. **Article VII: Conflict of Interest Policy**
  - a. **Section 1: Purpose:** *The purpose of the conflict-of-interest policy is to protect the organization's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the organization.*
  - b. **Section 2: Procedures: Duty to Disclose:** *In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.*
8. **Article VIII: Compensation Policy for Board Members**
  - a. **Section 1: Purpose:** *The purpose of the compensation policy is to provide guidelines for the compensation of directors of the organization.*
  - b. **Section 2: Policy:** *Board members serve without compensation except for reimbursement*

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*of expenses related to Board service. This includes, but is not limited to, travel, meals, and accommodation. Any payments to directors shall be approved in advance in accordance with this organization's conflict of interest policy, and a conflict-of-interest report will be conducted annually to ensure compliance.*

### **9. Article IX: Document Retention and Destruction Policy**

- a. **Section 1: Purpose:** *The purpose of the document retention and destruction policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the appropriate time.*
- b. **Section 2: Policy:** *This policy specifies the minimum retention requirements for certain categories of documents. However, the organization may retain documents for longer periods of time or dispose of documents sooner, in its discretion, with the exception of documents that are subject to a "legal hold" due to pending, threatened, or foreseeable investigations, audits, or litigation.*

### **10. Article X: Public Disclosure Policy**

- a. **Section 1: Purpose:** *The purpose of the public disclosure policy is to ensure that the organization's tax filings, including the exempt application and annual returns, are available for public inspection and copying.*
- b. **Section 2: Policy:** *The organization shall make its Form 1023 (Application for Recognition of Exemption), Form 990 (Return of Organization Exempt from Income Tax), and Form 990-T (Exempt Organization Business Income Tax Return), along with all supporting documents and any letter or document issued by the Internal Revenue Service with respect to the application or tax return available for public inspection without charge.*

### **11. Article XI: Limitations on Activities Policy**

- a. **Section 1: Purpose:** *The purpose of the limitations on activities policy is to ensure that the organization does not engage in activities that are not in keeping with its charitable purpose.*
- b. **Section 2: Policy:** *The organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. This includes, but is not limited to, any political campaign on behalf of or in opposition to any candidate for public office, and no substantial part of the activities of the organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation.*

### **12. Article XII: Amendments**

- a. **Section 1:** *These Bylaws may be amended, when necessary, by a two-thirds majority of the Board of Directors.*

### **13. Article XIII: Dissolution**

- a. **Section 1:** *Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.*

## **Certification**

11/6/2024

**Florida Response Team Charities Inc.  
Bylaws of Florida Response Team Charities Inc**

These bylaws were approved at a meeting of the Board of Directors by a two-thirds majority vote on \_\_\_\_\_

Signed: Robert M Hills

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*Robert M Hills*

*Jason Esterline*

*Adam Nebrich*

*Mel Sams*