



Contingency Planning Association of the Carolinas, Inc.

By-Laws

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Article I – Name

Contingency Planning Association of the Carolinas, Inc. (CPAC), headquartered in Charlotte, North Carolina, is a professional association formed to share information on contingency, business continuity, and promotes awareness about organizational preparedness planning. Business Continuity Planning involves preparing for resumption of business in the event of a disaster, and planning those actions to reduce the impact and risk associated with a natural or man-made disaster.

Article II – Purpose

- ◆ Provide a forum for the interchange of ideas, topics and information in the field of business continuity, contingency planning and disaster recovery.
- ◆ Promote awareness of business continuity, contingency planning and disaster recovery and related best practices.
- ◆ Identify common problems and propose resolutions.
- ◆ Identify vendor requirements that could facilitate disaster recovery.
- ◆ Promote the exchange of ideas, educational resources and cooperation between the public and private sectors.

Article III – Membership

Member

Members are organizations and individuals who understand the need for and importance of business continuity and contingency planning and are involved in business continuity, contingency planning, disaster management, or emergency management. They have voting rights and may serve on the Board of Directors. Each member organization is expected to appoint one individual to act as a CPAC coordinator. The CPAC coordinator is considered the official business contact for the given organization. The coordinator's mailing address is maintained on the CPAC mailing list, and used for all official correspondence between CPAC and member organizations.

How to Join

Organizations or individuals may join by registering on-line through the CPAC website, www.cpaccarolinas.org, or by completing and submitting an application to the CPAC Board Secretary or chapter membership chairperson. The right of membership in CPAC is based on expected participation in and contribution to CPAC.

Article IV – Dues

The Board of Directors shall set association dues upon approval of these bylaws.

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Article V – Fiscal Year

~~The fiscal year of CPAC shall be May 1 through April 30.~~

The fiscal year of CPAC shall be January 1, - December 31

Fiscal year change approved during Annual Meeting on 12/2/2010

Article VI – Administration

Board of Directors

The Board of Directors of CPAC consists of seven members:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Symposium Director
6. Public Relations Director
7. Membership Director.

The seven Board of Director members must be representatives of member organizations. Only one individual from an organization may serve on the Board at any given time. As additional CPAC Chapters are organized, the Chairperson, of each approved chapter will be added the Board.

- SC Chapter President
- NC Triangle Chapter President

Elections

The Board of Directors will be elected every year for a term of one (1) year, with the exception of the Board Chairperson, who will be elected for a term not to exceed two (2) years. To provide continuity for the organization, nominations for the position of Chairperson will be limited to current and to past members of the Board of Directors; all other Board of Director members are elected from the membership at large.

A board member may serve no more than 2 consecutive terms in a single Board position.

In addition to the Board of Directors member, assistants can be elected for the positions of Secretary, Treasurer, Membership Director, Public Relations Director, and Symposium Director. Nominations will be provided by the Nominating Committee and will be taken from the floor prior to the November meeting. A list of candidates will be published at least one month prior to the vote. Each member organization present is entitled to one (1) vote.

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The Board of Directors may appoint a maximum of four (4) “Advisors to the Board” who will meet with the Board and assist in the planning, education and operation of the organization. These individuals shall be knowledgeable resources in the field of contingency planning, disaster recovery, emergency management, education or other related fields. One of these Advisors shall be the past CPAC Chairman of the Board of Directors. Advisors shall serve a one-year term and can be re-elected by a majority vote of the Board.

The organizational year is defined as January through December. The term of new Board of Directors members begins after the meeting at which they are elected.

Duties of the Board of Directors Members

Specific roles, responsibilities, and suggested qualifications will be maintained and updated as appropriate by the Board of Directors.

The Chairperson shall:

- ◆ Attend and lead all CPAC meetings (business meetings/speaker introductions/overall facilitation and moderation/thank-you to hosts and sponsors) as professional/personal schedule allows.
- ◆ Represent CPAC at community, regional or national level as appropriate.
- ◆ Maintain signature authority on CPAC checking account.
- ◆ Direct the administration of business for the organization.

- ◆ Appoint necessary committee chairperson except the Program and Public Relations Committee Chairperson; and appoint the entire nominating committee members and chairperson.
- ◆ Ensure that respective chairpersons are performing the duties for which they are responsible.
- ◆ Appoint individuals to serve in vacancies of the Board of Directors until the completion of the un-expired term.

The Vice-Chairperson shall:

- ◆ Attend all CPAC meetings as professional/personal schedule allows.
- ◆ As needed, lead CPAC meetings in absence of chairperson.
- ◆ Develop awareness of CPAC activities and processes to ensure appropriate continuity of leadership.
- ◆ Lead developing/planning of educational seminar offerings (beyond regular meetings).

The Secretary shall:

- ◆ Attend all CPAC meetings as professional/personal schedule allows.
- ◆ Take notes of all meeting proceedings.

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- ◆ Produce minutes of all meeting and provide these to the Public Relations Director for inclusion in regular CPAC newsletter, or for posting on the CPAC website.
- ◆ Monitor participation in CPAC activities on a company/member basis.

The Treasurer shall:

- ◆ Attend all CPAC meetings as professional/personal schedule allows.
- ◆ Collect all incoming dues and income, depositing all receipts in the CPAC checking account.
- ◆ Disburse all payments from the CPAC checking account as appropriate.
- ◆ Reconcile the CPAC checking account monthly.
- ◆ Produce a report/accounting to be presented at all regular CPAC meetings
- ◆ Work with Membership Director to produce annual dues invoices to all CPAC members.
- ◆ Maintain permanent financial records of the Association in conjunction with the Chairperson.

The Membership Director shall:

- ◆ Be responsible for membership drives.
- ◆ Contact new and potential members, welcoming them to CPAC.
- ◆ Introduce new members to the membership.
- ◆ Maintain CPAC membership mailing list.
- ◆ Provide membership brochure/application information at each meeting.
- ◆ Provide membership “name tags” for use at each meeting.

The Public Relations Director shall:

- ◆ Attend all CPAC meetings as professional/personal schedule allows.
- ◆ Maintain a calendar of events and announcements.
- ◆ Serve as liaison between CPAC and other contingency planning groups.
- ◆ Produce CPAC newsletter, to be published on a bi-monthly basis, either by mail or on the CPAC website.
- ◆ Facilitate distributing the CPAC newsletter to the membership.
- ◆ Notify local publications of upcoming meetings (dates/topics/location).
- ◆ Notify national publications of upcoming meetings (DRJ/Survive!, Global Continuity, etc.).
- ◆ Assist the Membership Director in promoting the organization.

The Symposium Director shall:

- ◆ Review evaluation form from the prior year’s symposium.
- ◆ Solicit or call for presentation topics and presenters.
- ◆ Recruit/secure presenters for General and breakout sessions.
- ◆ Coordinate the selection of an appropriate venue and arrange for meals and audio visual equipment as needed.
- ◆ Coordinate travel and accommodations for presenters as needed

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- ◆ Request and receive biographical information on each speaker and a brief theme of their topic/talk.
- ◆ Coordinate solicitation and registration of sponsors and exhibitors.
- ◆ Work with the CPAC Board, Chapters, and Public Relations Director to effectively promote the Symposium
- ◆ Coordinate or assist with design and activation of appropriate registration methods in conjunction with the CPAC Webmaster and Board Treasurer
- ◆ Obtain appropriate Attendee materials, and presenter gifts

The Assistant Board of Directors member shall:

- ◆ Sit on the Board of Directors only in the absence of the primary Board of Director member.
- ◆ Serve as a member of the committee for which he or she is serving as Assistant Committee Chairperson.
- ◆ Be prepared to perform all duties associated with the office in the absence of the primary Board of Director member whether the absence is temporary or permanent.

The Annual Report

An annual report is prepared for publication at the first meeting of the new organizational year. The report may include, but is not limited to a financial report; bylaws; membership lists; and a copy of the previous year's calendar. The Chairperson may provide a cover letter with the report highlighting the past year's accomplishments. Preparations of the Annual report are the responsibility of the outgoing Board of Director members.

Article VII – Responsibilities of Committees

Representatives of member organizations shall be assigned to the following committees:

Program:

- ◆ Develops programs for association meetings.
- ◆ Arranges for speakers, places, equipment, etc

Membership:

- ◆ Develops membership recruiting and retention campaigns.

Public Relations:

- ◆ Prepares and distributes correspondence to member and vendor organizations, including, but not limited to newsletters, calendar and announcements distributed by email.

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- ◆ Coordinates updates to CPAC's website, helping ensure a visible, professional, and informative internet presence, consistent with our mission
- ◆ Facilitates CPAC's visibility, promoting programs and events by providing timely news releases to area and regional media outlets by letter, email, telephone and CPAC's account with PR Newswire.

Nominating:

- ◆ Collects and publishes a list of candidates for Board of Directors positions prior to elections

Article VIII – Meetings

Meetings will be held on a regularly scheduled basis and will be hosted by any member or vendor organization called the "meeting host."

Meeting Host responsibilities:

- ◆ Provides an appropriate meeting room.
- ◆ Provides access to light refreshments, if possible.

Article IX – Changes to Bylaws

Change(s) recommended by member organizations or Board of Directors shall be presented to the membership at a regular meeting. The recommended change(s) shall be voted on at the next regularly scheduled meeting. A simple majority vote of the members will be required to adopt the change(s). Votes by proxy are accepted.

Article X – Parliamentary Procedures

The most current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary guide and shall govern the proceedings of the Association.

Article XI – Liquidation

In the event of liquidation, dissolution, or termination of this Association by any means whatsoever, any assets for distribution after provision for all obligations of the Associations shall revert to the National Red Cross Disaster Relief Program.

Article XII – Formation of Chapters

- ◆ CPAC headquartered in Charlotte NC (The Association), will grant chapter status to members in good standing who petition the Board of Directors for approval of chapter formation. Chapters must abide by all of the articles in the current Association by-laws.

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- ◆ CPAC Chapters shall be known by a geographic name, which begins, with a city name or region of the state that shall denote the approximate area in which the chapter will hold regularly scheduled meetings.
- ◆ Chapter officers shall consist of at least Chairperson, Vice-Chairperson, Program Director and Secretary. Any other elected positions must follow the Board of Directors guidelines contained in the CPAC by-laws.
- ◆ The duly elected chairperson of each chapter will serve on the CPAC Board of Directors.
- ◆ All chapters will abide by the Association by-laws and decisions of the duly elected Board of Directors.
- ◆ Chapters shall maintain attendance records and minutes of meetings and events and regularly submit these records to the Association secretary.
- ◆ All monies collected shall be deposited in the CPAC checking account that is maintained by the CPAC treasurer. Financial reports shall be prepared and shared with chapter treasurers.
- ◆ CPAC resources shall be made available to all chapters for the promotion of the organization and support of the educational program. A chapter officer shall make requests for resources to the appropriate CPAC Board Member.

Charlotte - Mecklenburg Emergency Management Operations Center

During a local emergency the Charlotte-Mecklenburg Emergency Management Office activates an Emergency Operations Center (EOC). Representatives from all local emergency relevant organizations (e.g., police, fire, utilities, Red Cross, medic, etc.) gather at the EOC to facilitate the coordination, communications, and decision making activities relate to the overall emergency response.

A **Private Sector Desk** has been introduced to the EOC to assist local businesses in obtaining current emergency information and assistance. For example, the **Private Sector** Desk could provide the current status of road openings and closures, the location of both Disaster Assistance Centers and the Small Business Administration assistance centers, assistance in gaining access to secured and restricted areas, and assistance in establishing temporary emergency child care facilities at business sites.

CPAC members will provide the volunteer staffing of the EOC Business Desk. During an emergency local businesses and especially CPAC members are encouraged to call this desk at 704-943-3840 or 704-943-3842.