

Connecticut Disaster Medical Assistance Team  
CT-1  
By-Laws  
January 2003

**Article I Name**

The name of the organization shall be the "Connecticut Disaster Medical Assistance Team"

**Article II Purpose:**

The purpose of the Connecticut Disaster Medical Assistance Team shall be to function as a Disaster Medical Assistance Team within the National Disaster Medical System. The purposes and roles of the organization are defined in the National Disaster Medical System Policy manuals.

**Article III Definitions:**

1. Note: the use of the masculine pronouns (he/his/himself) shall be construed throughout this document to be inclusive of all persons.
2. "CT-1" is the National Disaster Medical system designation of this Connecticut-based team.
3. "DMAT" refers to any Disaster Medical Assistance Team.
4. "DPH" refers to the State Of Connecticut Department of Public Health.
5. "NDMS" refers the National Disaster Medical System.
6. "OEMS" refers to the State Of Connecticut Office of Emergency Medical Services.
7. "USPHS" refers to the United States Public Health Service.
8. "OEM" refers to the State of Connecticut Office of Emergency Management.
9. "OPM" refers to the State of Connecticut Office of Policy Management

**Article IV Membership**

1. Every applicant must be at least 18 years of age.
2. All applicants for active membership must complete both the CT-1 team membership application and the federal NDMS application.
3. There shall be three classes of membership: Deployable, Supporting and Corporate/Consulting.
  - a. Deployable and Supporting members constitute the active team membership. Other categories may be established by the active membership to meet the needs of the team.
  - b. Every active member shall be eligible to cast one vote on issues before the membership and in the general elections.
4. Deployable members must meet the following requirements:
  - a. Team and Federal applications must have been accepted, and the member must have an NDMS identification card.

- b. Credentials relevant to the member's position must be maintained and current copies on file.
  - c. CT-1 team and NDMS training requirements must be current.
  - d. Annual dues must be paid.
  - e. Member must be mentally and physically competent.
5. Supporting members must meet the following requirements:
- a. All applications must be accepted and processed.
  - b. Annual dues must be paid.
  - c. Members have elected not to deploy, but may participate in federalized activities.
  - d. Supporting members shall participate in team training exercises.
6. Corporate/Consulting members are individuals and corporations with professional expertise who express an interest in assisting the team with non-deployment activities. They are accepted by the Executive Committee upon completion of the CT-1 DMAT application form.
- a. Corporate/consulting members are exempt from the NDMS application process.
  - b. Corporate/consulting members shall be exempt from dues.
  - c. Corporate/consulting shall not deploy, but may observe at training exercises.
  - d. Corporate/consulting shall not have voting privileges.

#### **Article V Executive Board:**

1. The purpose of the Executive Board (the Board") shall be to operate the team during non-deployment status.
2. The members of the Executive Board shall be the Unit Commander, Deputy Commander A, Deputy Commander B, Chief Medical Officer, Chief Administrative Officer, Chief Financial Officer and Member-at-Large.
  - a. Election to these offices and and the terms of office shall be a prescribed in the Election section (Article \_\_\_\_ ) of these by laws and the relevant SOPs.
  - b. Each member of the Board shall have a single and equal vote.
3. No person shall hold two elected positions simultaneously.
4. Vacancies to the Board, except for the position of Unit Commander:
  - a. If less than six months remain in the term, the Board, may, at its discretion leave the position vacant, or appoint a successor to complete the term.
  - b. If more than six months remain in the term, the Board shall call a special election to fill that position for remainder of the term.

- c. Should the position of Unit Commander be vacated with less than six months remaining in the term, a Deputy Unit Commander shall be elected by the Board to complete the term. Election by the Board shall require a 2/3 vote of those members.
5. The Executive Board shall meet a minimum of ten times per year to conduct team business. Special meetings may be convened by the Unit Commander.
6. Minutes of all meetings will be recorded and available for review by the membership.
7. The Unit Commander will report Executive Board actions at general membership meetings.

#### **Article VI Standing Committees**

1. The Standing Committees of the organization shall be:
  - a. Recruiting (membership) committee:
  - b. Finance Committee, which shall be chaired by the Finance Officer.
  - c. Training and Education Committee
  - d. By-laws Committee
  - e. Election Committee
2. Committee members may be requested to serve by the Executive Board or volunteers from within the membership. Each Committee will select its own Chairman.

#### **Article VII Elections and Elected Officers**

1. The elected positions of the team shall be:
  - a. Unit Commander
  - b. Deputy Commander A
  - c. Deputy Commander B
  - d. Chief Medical Officer
  - e. Chief Administrative Officer
  - f. Chief Financial Officer
  - g. Member-at-Large
2. Terms of Office
  - a. Each officer shall serve a two-year term except the Member-at-large. The Member-at-Large shall be elected annually.
    - 1 The positions of Unit Commander, Deputy Commander B, and Chief Medical Officer will be elected in odd years.
    - 2 The positions of Deputy Commander A, Chief Administrative Officer, and Chief Financial Officer will be elected in even years.

3 No officer shall serve more than three (3) consecutive terms in a single office.

4 No officer shall serve more than eight (8) consecutive years in any combination of elected offices.

5 Elected offices not filled by nomination and subsequent election shall be filled by appointment of the incoming Executive Board.

### 3. Qualifications for Office

a. Each candidate must document his qualifications to a Candidate Review Committee as stipulated in the SOPs.

1 The Candidate Review Committee shall consist of the current Executive Board plus a current member of the Election Committee.

(i) The Election Committee shall designate its representative to the Candidate Review Committee.

(ii) Committee members shall exempt themselves from consideration of their own qualifications for any elected or appointed position.

2 Before ballots are printed, the Candidate Review Committee shall notify both the candidate and the Elections Committee of each candidate's eligibility for the position sought .

### 4. Elections

a. The voting members will be verified by the Membership Committee. The list of voting members provided to the Election Committee by the Membership Committee will be the mailing address for the balloting process.

b. Ballots will be distributed and returned by U.S. mail in accordance with the time frames specified in the corresponding SOPs.

c. Each eligible member shall have one vote. Ballots must be received by the designated date in order to be valid.

## **Article VIII Deployment**

1. In the event **of NDMS** activation, all team members must adhere to all policies, procedures and regulations of NDMS.

2. The team will function under the principles of the Incident Command System (ICS) for the duration of the activation.

3. A Team member may be deployed only if he meets the following criteria:

a. Meets all criteria for active membership as defined in Article 5 and the current SOPs.

b. Has documented completion of the ICS basic course.

c. Has a team uniform as described in Article IX.

## **Article IX Meetings**

1. Schedule
  - a. Meetings will be held twelve (12) times per year at predetermined meeting areas.
  - b. A schedule of meetings for the coming year will be provided to each team member.
2. Attendance
  - a. Attendance will be recorded at all team meetings.

## **Article X Uniforms**

1. The uniform for CT-1 will comply with NDMS and USPHS requirements. No deviations from those requirements are permitted at any time. Breach of this policy will result in immediate dismissal from the Team.

## **Article XI Bylaws and Amendments**

1. Current copies of the By-laws will be distributed to new team members and to all members as the document is amended.
2. Any voting member may propose amendments to these by-laws at any time. Such proposals must be submitted in writing to the By-Laws Committee. Proposed changes will be distributed to team members for review, and presented at the next scheduled meeting. The proposal will be voted on at the following scheduled meeting, or at a special meeting called no sooner than ten (10) days later for the sole purpose of voting on the proposed change.
3. Two-thirds (2/3) of the voting membership must be present in order to vote on any change to the by-laws.
4. Two-thirds (2/3) of the voting members present for a vote on the By-laws must vote in favor of any change in order to accept it.
5. By-laws will be reviewed annually by the By-law Committee.

## **Article XII Hierarchy**

1. Nothing in these By-laws shall be construed to supersede the Authority of the National Disaster Medical System, U.S. Public Health Service, Department of Defense or the Veterans' Administration. In the event of any conflict between these policies and those of the organizations referenced above, those of the latter shall prevail.
2. Roberts' Rules of Order will govern the parliamentary proceedings of any meeting.

## **Article XIII Adoption**

1. These B-laws shall become effective upon the voted approval of a two-thirds majority of the general membership present at a regularly scheduled meeting.