I. ORGANIZATION NAME

The name of the organization shall be Medical Reserve Corps of Greater Kansas City hereinafter referred to as “MRCKC” or the “Organization.” MRCKC shall be a subsidiary of the Missouri Disaster Response System (MODRS) and shall be a subcommittee of the Metropolitan Emergency Managers Committee (MEMC).

II PURPOSE AND FUNCTION

A. The Medical Reserve Corps (MRC) is a national network of local groups of volunteers committed to improving the health, safety and resiliency of their communities. These local groups, known as MRC units, strengthen communities by helping medical, public health and other volunteers contribute their time and expertise throughout the year as well as during local emergencies and other times of community need. MRC volunteers work in coordination with existing local emergency response programs and also supplement existing community public health initiatives.

B. MRCKC is intended to serve the Greater Kansas City metropolitan region by supplementing the resources of the existing community emergency medical response system, as well as helping to meet the public health needs of the community throughout the year. MRCKC will not replace or supplant the existing emergency medical response system or its resources.

C. The purpose of MRCKC is to:

1. Create a framework to match the skills of medical, public health and other volunteers with the needs of the community.
2. Provide reserve capacity at the community level to respond to local public and community health needs and priorities.

3. Recruit, organize and train individuals to serve as either medical or non-medical volunteers, based on their training, to respond to the specific needs of the community, thereby enhancing local emergency response efforts, especially to large-scale emergencies.

IV. MEMBERSHIP

A. The MRCKC is an all-volunteer organization.

B. Membership is open to any individual having an interest in supporting emergency preparedness by embracing the personal responsibility to be prepared; to be trained in emergency skills; and to volunteer to support local emergency responders, disaster relief, and community resiliency.

C. MRCKC shall determine the qualifications required of its members.

D. Membership in MRCKC shall be terminated upon occurrence of any of the following events:

1. Resignation of the member.

2. Determination by the MRCKC Executive Committee that the member no longer has involvement with MRCKC.

3. As determined by affirmative vote of two-thirds (2/3) of the members of the Executive Committee, any MRCKC member may be terminated for cause, provided the activities or actions of such member are not in keeping with the spirit and objectives of the Organization and such member is first granted an opportunity for a hearing before the Executive Committee. (See Code of Conduct, Sec. X.)

V. EXECUTIVE COMMITTEE

Amendments approved July 2015

www.MRCKC.org
A. The Executive Committee shall be the governing body of MRCKC, shall establish policies and procedures, and administer all affairs and activities of the Organization.

B. The minimum number of Executive Committee members shall be seven (7) officers with at least two (2) and no more than four (4) members-at-large.

C. Five (5) voting members of the Executive Committee shall constitute a quorum for the transaction of business.

D. The officers of the Executive Committee shall consist of the following:
   1. Chairperson
   2. Vice Chairperson
   3. Administrative Officer
   4. Financial Officer
   5. Communications Officer
   6. (2) to (4) Members-at-Large

E. Duties and qualifications of each officer and member-at-large of the Executive Committee shall be determined by the Executive Committee and shall be available at all times for review on the website by MRCKC members.

F. The Chair of the Executive Committee is responsible for nominating the Members-at-Large. By affirmative vote of a majority of the officers of the Executive Committee, at least two (2) and no more than four (4) members-at-large shall then be confirmed to serve as members of the Executive Committee.

G. The terms of each Executive Committee member shall be two (2) years in length. Executive Committee members may serve up to two consecutive terms at their discretion, after which time
they must cycle off the committee for at least one year before seeking reelection or
reappointment, except as stated in paragraph H.

H. Under extraordinary circumstances, the Executive Committee may extend the tenure of any
Executive Committee member by one (1) year (so they have served a total of 5 consecutive
years.)

1. The Executive Committee must determine, by affirmative vote of two-thirds (2/3) vote of its
members, voting in person or by proxy, including absentee or electronic voting,
   a. That extraordinary circumstances exist,
   b. That extending an Executive Committee member’s term by one year is necessary to the
      continued sustainability of MRCKC, and
   c. That the term-extension does not conflict with MRCKC’s Purpose and Function (as
defined in Section III of these Bylaws), Mission Statement, or its spirit and objectives.

2. The Executive Committee must notify the entire membership of its intent to extend the term
   of an Executive Committee member, by mail or electronic means, at least thirty (30) days prior
to voting on the extension.
   a. The notice must invite the entire membership to comment, support, oppose, or express
      concerns regarding the action.
   b. The Executive Committee shall consider deliberately any and all such comments, but shall
      not be bound by any of them in approving the proposed extension.

3. The Executive Committee may extend an Executive Committee member’s term only one (1)
time, after which the member must cycle off the committee for at least one year before seeking
reelection or reappointment.
I. Chairs of any subcommittees of the MRCKC that are not Members-at-Large may attend executive committee meetings, but shall not be voting members.

J. The Executive Committee shall meet at least quarterly and such meetings shall be open to all MRCKC members except in the event the Executive Committee enters into executive session by affirmative vote of a majority of the Executive Committee members present. Executive sessions may also be called in advance by the Executive Committee Chair or 50% of the Executive Committee.

K. Any member of the Executive Committee may be removed for cause by affirmative vote of two-thirds (2/3) of the Executive Committee, provided such member shall be granted an opportunity for a hearing before the Executive Committee.

L. The Executive Committee shall appoint an Advisory Committee comprised of at least five (5) and no more than twenty (20) representatives. Advisory committee members may include financial contributors, community partners, members-at-large, and other key stakeholders as determined by the Executive Committee. Duties, qualifications, and terms of Advisory Committee members shall be determined by the Executive Committee and kept on file with the MRCKC Coordinator. Advisory Committee members shall not be required to be members of MRCKC.

M. No member of MRCKC shall receive any salary or other compensation. Expenses may be defrayed from funds available to MRCKC when authorized by the Executive Committee.

VI. ELECTION OF OFFICERS

A. A slate of candidates for the election of officers shall be proposed by a nominating committee appointed by the Executive Committee no longer than 90 days prior to the election.
B. Any member may hold an elected position of officer in MRCKC, provided they meet the qualifications of the position.

C. Elections may be held at a specified annual meeting or at a regular meeting, as determined by the Executive Committee.

D. Nominations may be made from the floor at the meeting at which elections are held.

E. Election to a position will be by a simple majority of members voting in-person or by proxy, including absentee or electronic voting.

F. Officer vacancies shall be filled by election at any regular meeting following the occurrence of such vacancy. In the event of a vacancy, the Executive Committee may appoint a member to serve in the capacity of an officer until such time as the position is duly filled.

VII. MEMBERSHIP MEETINGS AND COMMUNICATIONS

A. Regular meetings of MRCKC shall be held every two months.

B. Special meetings shall be held whenever called by the Executive Committee, or upon written request of at least one-fifth (1/5) of MRCKC members, provided notice of the meeting has been mailed or transmitted by electronic means to each MRCKC member, at least seven (7) days prior to the meeting.

C. An annual meeting shall be held each September for the purposes established by the Executive Committee, such as member appreciation, election of officers, voting on amendments to bylaws, and member training. Notice of the annual meeting shall be mailed or transmitted by electronic means to each MRCKC member, at least thirty (30) days prior to the meeting.

D. Every decision of the majority of the members present at a meeting where there is a quorum of the Executive Committee present shall be valid and binding on MRCKC.
D. The Chairperson of the Executive Committee will only vote in the event of a tie or lack of a quorum.

E. Electronic and other communications shall be addressed by separate policy (App. B (Communications policy) and App. C (Social Media policy)).

VIII. RULES OF ORDER

MRCKC meetings will be conducted in accordance with the most current version of Robert’s Rules of Order, unless otherwise determined by the Executive Committee. MRCKC meetings should be conducted in a manner that encourages discussion on issues prior to action.

IX. REVIEW AND AMENDMENTS

A. These bylaws may be altered, amended, or repealed and new bylaws may be adopted by affirmative vote of two-thirds (2/3) of members voting in-person or by proxy, including absentee or electronic voting, provided there is a quorum of the Executive Committee.

B. These bylaws will be reviewed at least every three years.

1. The Executive Committee shall appoint a special committee to review the bylaws.

2. The recommendations of the bylaws review committee shall be presented to the entire membership at a regular meeting.

C. Any member may propose amendments to the bylaws at any regularly scheduled meeting. MRCKC members shall receive a copy of proposed amendments within thirty (30) days following that meeting.

D. A vote on proposed amendments to the bylaws shall be taken, provided notice of the meeting where the proposed amendments are to be considered and voted upon along with a copy of the proposed amendments, has been mailed or transmitted by electronic means to each MRCKC member, at least thirty (30) days prior to such vote.
X. CODE OF CONDUCT

Members of MRCKC shall act in accordance with its purposes and in the best interests of the community at large. The Executive Committee shall have the authority and responsibility to develop and maintain a code of conduct for MRCKC members. (See Code of Conduct, App. A.)

XI. REPEALING AND ADOPTION

A. Upon acceptance by vote of the Organization these bylaws supersede all previous bylaws.

B. These bylaws were read and adopted by affirmative vote of two-thirds (2/3) of members present at the regular meeting held on July 19, 2015.
Appendix A: Code of Conduct

The Medical Reserve Corps of Greater Kansas City (MRCKC) was established as a regional partner to operate in support of diverse organizations that share our commitment to public health, community resilience, emergency preparedness and emergency response. We are most effective when we can combine our collective knowledge, resources, and expertise with each other and our regional partners. Our best results come from collaboration and cooperation. To affect such collaboration and cooperation, volunteers must behave in accordance with this Code of Conduct at all times when delivering MRCKC services and when acting on behalf of or as a representative of MRCKC.

Volunteers are committed to:

- **Personal responsibility:**
  - Being dependable, recognizing the commitment and responsibility to volunteer assignment(s)
  - Accepting assignment(s) consistent with interests, abilities, and available time
  - Accepting assignment(s) with an open mind and a willingness to learn
  - Accepting feedback from the supervisor in order to do the best job possible
  - Avoiding conflict of interest situations and refraining from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise
  - Offering recommendations or ideas regarding improvements to MRCKC policies or methods of operation through the Unit Coordinator in a thoughtful and tactful manner
  - Refraining from promising any supplies, equipment, treatment, or medication to a particular individual, health facility, or group
  - Addressing ethical concerns by speaking directly with the colleague/responder with whom I have the concern and, when necessary, report such to the leader in the defined chain of command
  - Not accepting tips, request meals to be paid for, or otherwise accept payment for my volunteer work
  - Referring all media inquiries and requests for information to a pre-designated MRCKC spokesperson. (In the absence of a spokesperson, volunteers are welcome to share their personal experiences but do not have the authority to speak on behalf of MRCKC or MODRS unless specifically permitted to do so.)

- **Respect:**
  - Treating all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental to all persons regardless of race, gender, sexual orientation, country of origin, religion and personal beliefs
o Refraining from using profane or abusive language

o Avoiding disruptive behavior that is dangerous to self and others

o Abstaining from the use of photo, audio, or video recording equipment unless authorized

o Respecting all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single volunteer, client, or other person

o Encouraging the exchange of knowledge and ideas without judgments or criticisms of our preparedness partners or their methods of operation. Volunteers are guests and will operate on behalf of their host agency as requested

o Refraining from pressuring anyone to accept my political, cultural, or religious beliefs

o Respecting and using all equipment appropriately and as required for my assignment. Abstaining from the use of equipment/resources for personal use

• Safety:

  • Abstaining from all illegal activity

  • Not using, possessing, or being under the influence of any substance that could impair the ability to fulfill duties as assigned while serving as an MRCKC Volunteer

  • Wearing required identification and clothing per the MRCKC Volunteer Dress Code

  • Following safe workplace practices, including using appropriate personal safety equipment, and reporting any accidents, injuries, and unsafe situations to the supervisor

  • Remaining vigilant and reporting any suspicious activity to the supervisor.
Appendix B: Communications Policy

1. All electronic and other communications sent out when conducting business for the MRCKC shall be professional and accurate.

2. All communications shall only go to those with a need to know about that issue.

3. Confidentiality shall be maintained as described in the Code of Conduct. All messages should have a confidentiality statement included.

4. Profanity, abuse, slander, and bullying/threats will not be tolerated. Any such communication shall result in immediate suspension and possible termination and/or prosecution.

5. The Executive Committee has the right to request a review of any and all MRCKC-related communications prior to being sent out.

6. Electronic communications shall never be shared with any outside organization or individual if confidentiality rules shall be violated. BCC (blind carbon copy) should not be utilized on MRCKC communications.

7. All communications are subject to the laws of the United States.

8. This policy may be changed/amended without requiring a vote on the bylaws.
Appendix C: Social Media Policy

The Medical Reserve Corps of Greater Kansas City (MRCKC) website, Facebook and Twitter public social media sites (Sites) are published and maintained for the benefit of our volunteers, our MRCKC community partners and stakeholders, and for members of the public interested in our organization. Depending on their interests, visitors to our sites may visit frequently, occasionally or seldom. We should be cognizant of their interests and attempt to keep our sites updated and engaging for our viewers.

Content

Content on our Sites should be pertinent and relevant to the activities of the MRCKC and community partners and stakeholders. There is an “FYI” link on the MRCKC website that lists public service announcements for content postings as requested by our community partners and stakeholders.

Content on Facebook and Twitter is monitored at the discretion of the Unit Coordinator and the Communications/Public Relations Officer. Any posted content not deemed pertinent or relevant to the activities of the MRCKC and community partners and stakeholders may be removed. Also, any content deemed inappropriate may be removed at the discretion of the Unit Coordinator, Communications/Public Relations Officer or Website Coordinator at any time at their discretion.

Approval Process

Approval to post content on the Sites must be obtained from the MRCKC Unit Coordinator or the Communications Officer. Potential content on the Sites is first submitted to the Unit Coordinator or Communications Officer to determine if appropriate for the MRCKC website. Then it is forwarded to the Communications for editing, and subsequently forwarded to the Website Coordinator for posting on the Sites. All three members have input into where a topic should be posted on the site, with the final decision resting with the Communications Officer.

Responsibilities

The Communications is responsible for the maintenance of the MRCKC Sites. Additional MRCKC members may be appointed editors to assist the Communications Officer as needed... These designated editors are responsible for posting content on the Sites as directed by the Unit Coordinator and/or Communications.