

BYLAWS OF THE NEW ORLEANS PRESERVATION COALITION AND ALLIANCE FOR RESPONSE

MAY 2023

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Article 1: Name and Office

1.1 Name: The New Orleans Preservation Coalition and Alliance for Response is a nonprofit corporation organized under the Nonprofit Corporation Law of the State of Louisiana and may use the acronym “NOPC-AfR” from time to time when referring to itself.

1.2 Location: The principal and registered office of the corporation shall be in care of Amistad Research Center, Tilton Hall, 6823 St. Charles Avenue, New Orleans, LA 70118.

Article 2: Mission, Objectives, and Responsibilities

2.1 Mission: The New Orleans Preservation Coalition and Alliance of Response (NOPC-AfR) is a network of individuals and organizations dedicated to preparing for and responding to emergencies and disasters affecting cultural resources and collections. The NOPC-AfR provides disaster response information, advice, assistance, and opportunities for preservation education in the Greater New Orleans area.

2.2 Objectives and Responsibilities: the NOPC-AfR aims to achieve the following objectives and assumes the following responsibilities:

- a) Provide remote and onsite (if possible) assistance to cultural and historical organizations that experience an emergency or disaster;
- b) Promote awareness of potential emergency and disaster situations in the Greater New Orleans area and measures that members can take to prevent, prepare for, and respond to disasters;
- c) Assist member organizations in the development of their disaster and collection salvage plans;
- d) Provide, promote, and facilitate information exchanges, training, exercises, and educational opportunities;
- e) Facilitate partnerships between members and local first responders and emergency managers before disasters in order to enhance cooperation and understanding;
- f) Acquire, on a cooperative basis, supplies and equipment to support disaster preparedness, salvage and response;
- g) Cooperate with the national AfR disaster response network and encourage the development of similar networks in Louisiana;
- h) Conduct regular meetings (committees and general membership) to address pertinent issues and plan future events and programs;
- i) Maintain a database of members with current contact information and stated areas of expertise;
- j) Partner with other organizations and communities that have similar interests;
- k) Identify private/public sector resources available to assist with emergency mitigation and or response.

Article 3: Membership

3.1 Members: Membership is open to anyone in the Greater New Orleans area who works or practices in the arts and cultural heritage sector¹ as well as the first responder and emergency management sectors.

¹ Including paid and unpaid staff or those serving on committees or boards.

3.2 Representatives: If more than one person per organization or group becomes a member, then a point person shall be nominated to be primary contact during disaster response, preferably the person with the highest authority to make decisions during response.

3.3 Term of membership:

- a) All Members must join by completing a commitment form and by renewing this commitment annually to remain a member.
- b) The NOPC-AfR is a participatory network and it is expected that every member shall take a turn serving on the Steering Committee, either as a Primary or Supporting Officer.

Article 4: Governance and Committees

4.1 Governance: The NOPC-AfR shall be governed by a steering committee (“Steering Committee”). This committee shall be composed of six (6) officers: three (3) primary officers (see Article 4.2) and three (3) supporting officers (see Article 4.3).

4.2 Primary Officers: The following three (3) officers, hereinafter referred to as “Primary Officers,” are required for operation as a non-profit under Louisiana State law and are critical to the ongoing operation of the NOPC-AfR. Their roles and responsibilities are as follows:

- a) President (Coordinator)
 - Convene and preside over member and other meetings according to schedule in Article 6
 - Revisit by-laws on a yearly basis as stated in Article 7.1
 - Serves as backup to business bank account (must be listed on bank records as additional user with ATM card issued)
 - Coordinate grants or other training/funding opportunities and oversee applications for such programs in coordination with Communication Manager
- b) Treasurer
 - Oversee business bank account
 - File annual report to maintain non-profit status with La. Secretary of State
 - File tax forms annually with federal government
 - Assists in writing grants or other training/funding opportunities as it pertains to budget
- c) Secretary
 - Maintain member roster, including: 1) collecting commitment form from each member on a yearly basis according to Article 3, 2) oversee addition of new members throughout the year
 - Maintain meeting minutes for all members meetings and distribute them no later than 30 days after meeting
 - Assists Officers or other members in storing relevant documents produced during their tenure according to Article 8

4.3 Supporting Officer: The following three (3) officers, hereinafter referred to as “Supporting Officers,” are not required by law, but serve critical roles to the ongoing operation of the NOPC-AfR:

- a) Communications Manager
 - Maintain communication channels and outreach activity
 - Maintain press releases, flyers, or any other outreach documents produced by NOPC-AfR membership
 - Coordinates grants or other training/funding opportunities and oversee applications for such programs in coordination with President
- b) City & Emergency Liaison (two members at all times)
 - Coordinate emergency response throughout the year
 - Establish and convey communication procedures for pre/post emergencies to members
 - Maintains relationship with FAIC Emergency Programs Coordinator and NOLA Ready Community Engagement Manager
 - Ensures emergency information, bulletins, and updates are disseminated as needed via communication channels
 - Manage supply cache inventory and ensures list is accessible to members

4.4 Terms for Officers:

- a) As stated in Article 3.3 above, the NOPC-AfR is a participatory network and it is expected that every member shall take a turn serving on the Steering Committee, either as a Primary or Supporting Officer.
- b) Officer positions on the Steering Committee are filled by nomination by the President, or by self nomination.
- c) Near the end of each two year term, the President and Communications Manager shall form an ad hoc committee (3 person minimum) to solicit volunteers and nominations for officers for the next term. The slate shall be approved by vote at an All Members Meeting according to stipulations in Article 5. If there is more than one candidate for a position, it shall be put to a vote of the members.
- d) Steering Committee officers shall serve a term of not less than two years, with the option to renew, for a term not to exceed a total of 5 years in any one position. Officer terms begin in March of odd numbered years.
- e) If a vacancy occurs, the Steering Committee shall make an appointment for the remainder of the unexpired term. Such appointment shall not affect the appointee’s eligibility for future service.

4.5 Ad-hoc Committees:

- a) Depending on the needs and the priorities of the NOPC-AfR, members may create ad-hoc committees that will be topic or mission specific. These committees are open to all members and shall be approved by the Steering Committee.

- b) Each ad-hoc committee shall have a chair (or co-chairs) and shall have one officer from the Steering Committee as their primary contact for reporting purposes.

Article 5: Quorum and Voting

5.1. Quorum: At Steering Committee meetings, a majority of officers shall be present, either in person or by proxy, to be considered a quorum. Likewise, at All Members Meetings (see 6.2 below), the presence in person or by proxy of a majority of the members of the NOPC-AfR shall constitute a quorum. The presence of a quorum is a prerequisite to any vote taken. Once a quorum is met, any matter coming before either the Steering Committee or the NOPC-AfR members for a vote shall be decided by a majority.

- a) If a vote cannot be taken for lack of a quorum, those present may adjourn the meeting to another time and place, and make notice of the second meeting. In the case of a second such meeting, any number of members present shall constitute a quorum for the purpose of calling a vote.

Article 6: Meetings and Calendar Year

6.1 The NOPC-AfR operating year runs from March to March, allowing members to carry out routine business prior to the beginning of hurricane season, which is from June 1 to November 30.

6.2 During this period, the President shall convene not fewer than two (2) meetings open to all members (“All Members Meeting”).

6.3 The President shall also convene no fewer than four (4) Steering Committee meetings to carry out the duties of the NOPC-AfR. Two (2) of these meetings may be scheduled concurrently with any All Members Meeting.

6.4 Ad-hoc committee meetings shall be determined by the committee chair or co-chairs.

Article 7: Revisions and Amendments

7.1 These bylaws shall be reviewed on a yearly basis by the Steering Committee. If there are no proposed changes, the President shall announce that no changes have been proposed to the bylaws during an All Members Meeting.

7.2 These by-laws may be amended or replaced upon an approving vote by the members during any scheduled All Members Meeting. Changes must be circulated in advance and approved with a quorum as defined in Article 5.

Article 8: Records Management

8.1 All records related to the operation of the NOPC-AfR shall be stored in Google Drive via the nolapreservation@gmail.com account.

8.2 Each Primary and Supporting Officer listed in Article 4 above shall ensure their records are stored in the appropriate location according to Article 8.1 with assistance from the Secretary.

8.3 Ad-hoc committee chairs are responsible for ensuring their committee records are stored in the appropriate location according to Article 8.1 with assistance from the Secretary.

ADOPTED BY VOTE OF THE MEMBERSHIP on this day: May 11, 2023