
BY-LAWS OF THE HERITAGE EMERGENCY RESPONSE ALLIANCE (HERA)

FEBRUARY 2011

ARTICLE I: NAME

The Heritage Emergency Response Alliance, herein referred to as “HERA” is an affiliation of individuals and institutions interested in facilitating emergency preparedness and response for natural, cultural, and historic (NCH) organizations and agencies in the Atlanta metro area.

ARTICLE II: PURPOSE AND FUNCTION

HERA’s primary aim is to mitigate the loss of natural, cultural, and historic heritage collections in the event of a disaster, and to serve as a resource statewide.

The functions and duties of HERA are to engage in the following activities:

1. Conduct regular steering committee meetings to address pertinent issues and plan future events and programs.
2. Hold regular meetings for the membership to provide the opportunity for networking and education.
3. Maintain a database of members with current contact information and detailing areas of expertise related to emergency response for NCH collections.
4. Provide, promote and facilitate information exchanges, training, exercises, and educational opportunities related to NCH emergency preparedness and response.
5. Provide telephone and onsite (if possible) assistance to natural, cultural and historical organizations that experience an emergency or disaster.
6. Partner with other organizations and communities that have similar interests.

ARTICLE III: MEMBERSHIP

HERA members include, but are not limited to, librarians, archivists, museum professionals, conservators, first responders, emergency managers, and disaster recovery personnel. Membership is open to any interested individual or institution. Members join by completing a membership application form so they can be entered into the database and added to the listserv for communication purposes.

ARTICLE IV: STEERING COMMITTEE

HERA shall be governed by a steering committee that consists of the six positions listed below. Additional members can be added as needed or formed as ad-hoc to accomplish a particular project or goal. Any permanent changes to the steering committee must be approved by a vote of the membership.

When a vote is required by the committee, each committee member has one vote.

The term for each steering committee member is two years, with the option to renew. New steering committee members will start their term on even years by nomination by the Chair or by self nomination, and upon approval by a vote of the membership.

Each committee (membership, communication, and education) shall have a minimum of three persons.

1. CHAIR

The Chair is responsible for conducting the business of the organization. He/she presides over meetings, appoints other committee chairpersons, determines, dates, times and locations of meetings. The Chair coordinates, along with vice-chair, any response to an emergency that occurs during their term, including volunteers and supplies. The Chair has the authority to delegate any responsibilities to other steering committee members. The Chair's term shall last two (2) years.

2. VICE-CHAIR

Shall preside over steering committee meetings if the Chair is absent or incapacitated, and shall assume the role of Chair should the current chair resign from office. The Vice-Chair assumes responsibility for any funds or income received or expenditures incurred by the organization. The Vice-Chair's term shall last for two (2) years.

3. SECRETARY

Responsible for taking minutes at meetings and distributing them in a timely manner, and assumes other duties as assigned by the Chair. The Secretary shall maintain the Google documents site and email/gmail account. Maintains the bylaws and drafts any proposed changes to the bylaws.

4. MEMBERSHIP COMMITTEE CHAIR

Responsible for promoting and increasing membership. Responsible for the listserv management and maintains Microsoft Access member database. Once per year the membership chair solicits updated contact information from

members, and updates the database accordingly.

5. COMMUNICATIONS COMMITTEE CHAIR

Responsible for promoting the organization to members and non-members by maintaining print and online tools including the HERA page on Heritage Preservation's website, the HERA Facebook page, FLICKR site, and print media (brochure).

6. EDUCATION COMMITTEE CHAIR

Responsible for planning a minimum of two educational programs per year (i.e., winter and summer).

AD HOC COMMITTEE(S)

An Ad Hoc Committee may be appointed by the Chair as needed to complete specific projects or initiatives.

MEMBERS-AT-LARGE

Attend all steering committee meetings and assist with special initiatives or duties as needed. Members-at-Large are appointed on an as-needed basis by the Chair.

ARTICLE V: VOTING

Voting procedures - Near the end of each two year term, the chair and vice-chair will form an ad hoc committee (3 person minimum) to solicit volunteers and nominations for the next term. The slate will be voted/approved by the full HERA membership either in-person at an event or through the listserv. If there is more than one candidate for a position, it will be put to a vote. If there are dissenters the steering committee will make the final decision

ARTICLE VI: AMENDMENTS

These by-laws may be amended or replaced upon approval from the HERA membership during any scheduled meeting or via the listserv, provided that the changes were circulated in advance.

Adopted, February 24, 2011