

CONSTITUTION OF THE MAYFIELD GRAVES LTRG, INC.

ARTICLE I NAME, LOCATION, PURPOSE and MISSION STATEMENT

Section 1: NAME

The name of the organization shall be the *Mayfield Graves LTRG, Inc.* (hereafter “MGC LTRG” or the “Organization”) sets forth these operational procedures to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business and other organization and agencies which will provide a coordinated recovery effort to the December 10, 2021 tornado and subsequent disasters that affect Mayfield & Graves County, KY.

Section 2: LOCATION

Whereas, MGC LTRG is a coalition of disaster-related organizations. Correspondence concerning MGC LTRG should be sent to: chair@recovermayfieldgraves.com. Items requiring a physical address may be sent to: 1365 Luisa Lane, Mayfield, KY 42066 OR P.O. Box 602, Mayfield, KY 42066

Section 3: PURPOSE

The Mayfield Graves County Long Term Recovery Group (MGC LTRG) was established to coordinate and respond to the needs of disaster-impacted households following the December 10, 2021 tornado and subsequent disasters. After the December 10th, 2021 tornado, more than 1,200 residents sought assistance from local and national organizations, underscoring the need for organized recovery efforts.

The MGC LTRG is composed of community agencies, nonprofit organizations, faith-based groups, and local representatives who work collaboratively to ensure equitable access to available resources and advocate for the needs of disaster impacted communities across Graves County.

The purpose of the MGC LTRG extends beyond immediate disaster response to include a comprehensive focus on preparedness, response, and recovery efforts, ensuring the community is equipped to withstand and recover from future disasters.

Section 4: MISSION STATEMENT

Approved: October 14, 2025

The mission of the MGC LTRG is to address the needs of the community in response to damage sustained from natural disasters. The MGC LTRG provides coordinated management of long-term recovery for those affected by disasters and advocates for ongoing resources and preparedness within community agencies.

The MGC LTRG will provide spiritual, emotional, physical and financial resources to those affected by the disaster. regardless of race, creed, color, gender, sexual orientation, disability or religious preference.

ARTICLE II

MEMBERSHIP, ELIGIBLE VOTERS & MEETINGS

Section 1: MEMBERSHIP

Participating faith-based, non-profit, governmental, business, and other organizations and agencies providing financial support, material, and/or labor for the work of MGC LTRG is considered a Member Organization. Member Organizations include active COAD groups that apply to be part of the MGC LTRG efforts.

Additionally, individuals who actively participate in MGC LTRG efforts, whether through volunteer service, providing financial or material support, or other contributions, shall be recognized as Individual Members.

Section 2: ELIGIBLE VOTERS

Individual Members and Member Organizations shall be eligible to vote exclusively in the election of the Executive Board of Directors of the MGC LTRG at the Annual Meeting. Only one (1) representative of each Member Organization shall be eligible to vote. Once elected, the Executive Board of Directors shall be responsible for making decisions on matters coming before the MGC LTRG.

Section 3: MEETINGS OF THE LTRG

All meetings of MGC LTRG will be at the call of the Chair or any two of the MGC LTRG Executive Committee Members.

Regularly scheduled meetings may be established. Notice of these meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to all Individual Members.

Special Meetings may be called by any two members of the board, providing the call shall clearly state the purpose for the meeting and the time and place shall be given electronically or by written notice at least 48 hours in advance to all Individual Members.

ARTICLE III BOARD OF DIRECTORS

Section 1: BOARD GOVERNANCE

The MGC LTRG shall be governed by an elected Board of Directors.

Section 2: NUMBER AND ELECTION OF DIRECTORS

The number of directors may include a Chair, Vice Chair, Secretary, Treasurer, standing committee Chairs (8), and up to 3 at-large community members, provided that the number may be increased or decreased from time to time by an amendment to this Constitution or resolution adopted by the Board of Directors, provided that the number of directors may not be decreased to fewer than three (3).

The directors elected Al Chandler to serve as the initial Chair of the Board of Directors, and Joey Reed to serve as initial Vice-Chair/(interim)Secretary of the Board of Directors.

At the first annual meeting of the Board of Directors and at each annual meeting thereafter, the eligible voters (Individual Members and Member Organizations) shall elect directors to serve a one-year term. Each director shall be elected by a majority of the eligible voters. A director shall hold office until the next annual election of directors and until said director's successor shall have been elected and installed in office. Each director elected hereunder, upon taking office, agrees to abide by this Constitution and any amendments thereto, during their term of office.

Section 3: TERMS

The term of office for each duly elected or appointed member of the Board of Directors shall be for a period of one (1) year, commencing on the date of the Annual Meeting in February and concluding on the date of the next Annual Meeting, held in February of the following year.

At the conclusion of each term, Executive Board Officers shall be eligible for renewal or reappointment, subject to a vote of the Member Organizations, to be at the Annual Meeting held in February. Board Members shall continue to serve in their respective capacities until their successors have been duly elected and qualified.

In the event a Board Member does not seek renewal or is not reappointed, they shall relinquish all duties, powers, and responsibilities associated with their position upon the expiration of their term, unless otherwise directed by the Board to serve in an interim capacity pending the appointment of a successor.

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Section 4: REMOVAL

A director may be removed from office, with or without cause, upon a majority vote of the disinterested directors.

Section 5: RESIGNATION

A director may resign by providing written notice of such resignation to the MGC LTRG. The resignation shall be effective upon the date of receipt of the notice of resignation or the date specified in such notice. Acceptance of the resignation shall not be required to make the resignation effective.

Section 6: VACANCIES AND INCREASE IN NUMBER OF BOARD OF DIRECTORS

Any vacancy occurring in the Board of Directors shall be filled by the affirmative vote of a majority of the remaining directors though less than a quorum of the Board of Directors. A director elected to fill a vacancy shall be elected for the term of the previous director. Any directorship to be filled by reason of an increase in the number of directors shall be filled by election at an annual meeting or at a special meeting of the Board of Directors called for that purpose.

Section 7: ANNUAL MEETING

The annual meeting of the Board of Directors shall be held on the fourth Tuesday in February, at which they shall elect officers and transact such other business as shall come before the meeting. The time and place of the annual meeting of the Board of Directors may be changed by resolution of the Board of Directors.

In the event the Board of Directors fails to call the annual meeting at the designated time, any director may make demand that such meeting be held within a reasonable time, such demand to be made in writing (which term shall include hand delivery, e-mail, or fax) directed to the other directors of the MGLTRG.

Section 8: REGULAR MEETING OF BOARD OF DIRECTORS

The Board's regular meetings may be held at such time and place as shall be determined by the Board. The Chair or any two regular directors may call a special meeting of the Board on two days' notice to each member of the Board. Notice shall be served to each director via hand delivery, e-mail, or other electronic correspondence. Board meetings are generally open to the public. However, the board reserves the right to enter into a closed executive session.

Section 9: NOTICE OF BOARD OF DIRECTORS' MEETINGS

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Notice of any special meeting of the Board of Directors shall be given at least two (2) days previously thereto, and such notice shall be served to each director via hand delivery, e-mail, or other electric correspondence. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transaction at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by this Constitution.

Section 10: QUORUM AND VOTING OF BOARD OF DIRECTORS

A quorum for the transaction of business by the Board of Directors shall be a majority of the number of directors fixed by this Constitution. Directors present by proxy may not be counted toward a quorum. The act of the majority of the directors present in person or by proxy at a meeting at which a quorum is present shall be the act of the Board of Directors. However, with respect to any matter involving a conflict of interest, only disinterested directors may vote on such matters, and their votes alone shall constitute the act of the Board of Directors. A disinterested director is a member of a company's board of directors who does not have a personal or financial interest in a particular transaction, decision, or matter being considered by the board.

A director may vote in person or by proxy executed in writing by the director. No proxy shall be valid after three months from the date of its execution. Each proxy shall be revocable unless expressly provided therein to be irrevocable, and unless otherwise made irrevocable by law.

At each meeting of the Board or Board Committees, the presence of the lesser of (a) seven (7) members, or (b) one-third of the members then serving on the Board (but in no case less than 3) or committee (but in no case less than 2) shall constitute a quorum for the transaction of business. The Chair shall not vote on matters before the Board or Board Committees, except in the case of a tie, where the Chair shall cast the deciding vote. If at any time the Board consists of an even number of members and a vote results in a tie, the vote of the Chair shall be the deciding vote. The act of the majority of the directors serving on the Board or Board Committees and present at a meeting in which there is a quorum shall be the act of the Board or Board Committees, unless otherwise provided this Constitution, or a law specifically requiring otherwise. Notwithstanding the foregoing, in any matter involving a conflict of interest, only disinterested members of the Board or Board Committees may vote, and such disinterested directors shall constitute the quorum and voting members for that matter. If a quorum is not present at a meeting, the directors present may adjourn the meeting from time to time without further notice until a quorum shall be present. However, a director shall be considered present at any meeting of the Board or Board Committee if during the meeting he or she is in telephone or computer communication with the other directors participating in the meeting.

Section 11: COMPENSATION

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Directors, as such, shall not receive any stated salary for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at any meeting of the Board or Directors. A director shall not be precluded from serving the Organization in any other capacity and receiving compensation for such services. Members of committees may be allowed similar compensation and reimbursement of expenses for attending committee meetings.

Section 12: ACTION BY BOARD OF DIRECTORS WITHOUT MEETING

Any action which may be taken at a meeting of the Board of Directors or any committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by a majority of the Board of Directors entitled to vote with respect to the subject matter thereof, or a majority of the members of the committee, as the case may be. Such consent shall have the same force and effect as a majority vote. Failure of a Director or committee member to vote within the requested time period of the action will constitute as an abstention of their vote on that action. Each written consent shall bear the date of signature of each Director or committee member who signs the consent.

Prompt notice of the taking of any action by Board of Directors or a committee without a meeting by less than unanimous written consent shall be given to all Board of Directors or committee members who did not consent in writing to the action.

A meeting of directors of the Organization may take place via conference call or electronic video screen communication, provided that all directors participating can hear one another. A meeting may also take place via other electronic transmission if (a) each director participating can communicate with all other directors participating concurrently, and (b) each director is provided the means of participating in all matters before the board.

Meetings may also take place via electronic mail, provided that upon the occurrence of any vote of the directors via e-mail, an electronic copy of each vote shall be held in the records of the Organization.

Section 13: COMMITTEES OF THE BOARD OF DIRECTORS

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of one or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Organization, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the Constitution; electing, appointing or removing any member of such committee or any Director or officer of the Organization; adopting a plan of merger or adopting a plan of consolidation with another Organization; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the Organization; authorizing the voluntary dissolution of the Organization or revoking proceedings therefore; adopting a plan for the distribution of the assets of the Organization;

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or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repeated by such committee. The designation and appointment of any such committee and the delegation of authority to such committee shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon the Board of Directors or upon any individual Director.

Other committees not having and exercising the authority of the Board of Directors in the management of the Organization may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be directors of the Organization, and the Chair of the Organization shall appoint the members thereof. Any committee member thereof may be removed by the Chair of the Organization whenever in his/her judgment the best interests of the Organization shall be served by such removal.

Each member of a committee shall continue as such until the next annual meeting of the Board of Directors and until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member cease to qualify as a member thereof.

One member of each committee shall be appointed Chair by the person or persons authorized to appoint the members thereof. The Chair of each committee shall be nominated by members of the committee. The Board of Directors shall then approve the Chair by majority vote.

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

The act of the majority of the committee members present at a meeting at which a quorum is present shall be the act of the committee.

Section 14: ORIGINAL LIST OF STANDING COMMITTEES

At the time of the formation of this organization these original standing committees were established. As previously stated, the number, size and scope of committees may be adjusted to meet the mission of the organization with approval from the Board of Directors. Committees shall have a Chair (member of the Board) & vice-chair/secretary. The original list of committees includes:

1. Case Management
2. Communications
3. Construction
4. Spiritual & Emotional Needs

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5. Donations
6. Finance
7. Unmet Needs
8. Volunteer Coordination

ARTICLE IV - OFFICERS

Section 1: NUMBER OF OFFICERS

The officers of the Organization shall consist of a Chair and a Secretary and may also consist of a Vice Chair, a Treasurer, and such other officers and assistant officers as may be deemed necessary. New offices may be created and filled at any meeting of the Board of Directors. Any two or more offices may be held by the same person, except the offices of Chair and Secretary.

Section 2: ELECTION OF OFFICERS

All officers shall be elected annually by majority vote of the Individual Members and Member Organizations at the regular annual meeting of the Board of Directors.

Section 3: REMOVAL OF OFFICERS, VACANCIES

Any officer may be removed by the Board of Directors whenever in their judgment the best interests of the Organization will be served thereby, upon majority vote of the disinterested directors. The removal of an officer shall be without prejudice to the contract rights, if any, of the officer so removed. Election of an officer or agent shall not of itself create contract rights. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by majority vote of the Board of Directors.

Section 4: POWERS OF OFFICERS

Each officer shall have, subject to this Constitution, in addition to the duties and powers specifically set forth herein, such powers and duties as are commonly incident to that office and such duties and powers as the Board of Directors shall from time to time designate. All officers shall perform their duties subject to the directions and under the supervision of the Board of Directors.

All officers and agents of the Organization, as between themselves and the Organization, shall have such authority and perform such duties in the management of the Organization as may be provided in this Constitution, or as may be determined by resolution of the Board of Directors not inconsistent with this Constitution.

In the discharge of a duty imposed or power conferred on an officer of an Organization, the officer may in good faith and with ordinary care rely on information, opinions, reports, or statements,

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including financial statements and other financial data, concerning the Organization or another person, that were prepared or presented by: (1) one or more other officers or employees of the Organization, including members of the Board of Directors; or (2) legal counsel, public accountants, or other persons as to matters the officer reasonably believes are within the person's professional or expert competence.

An officer is not relying in good faith within the meaning of this section if the officer has knowledge concerning the matter in question that makes reliance otherwise permitted by this subsection unwarranted.

Section 5: Chair

The Chair shall be the chief executive officer of the Organization and shall preside at all meetings of all directors. Such officer shall see that all orders and resolutions of the board are carried out, subject however, to the right of the directors to delegate specific powers.

The Chair shall execute bonds, mortgages and other instruments requiring approval, in the name of the Organization. When authorized by the board, the Chair or Vice Chair may sign any instrument requiring the same, and the signature when so affixed shall be attested by the signature of the Secretary.

The Chair shall serve as an ex-officio member of all standing committees.

The Chair shall submit a report of the operations of the Organization for the year to the directors at their meeting next preceding the annual meeting of the Board of Directors.

Section 6: Vice Chair

The Vice Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair, and they shall perform such other duties as the Board of Directors shall prescribe.

Section 7: Secretary

The Secretary shall attend all meetings of the Board of Directors and shall record all votes and the minutes of all proceedings and shall perform like duties for the standing committees when required. The Secretary shall give or cause to be given notice of all meetings of the Board of Directors and shall perform such other duties as may be prescribed by the Board of Directors. The Secretary shall also attest to the signature of the Chair or Vice Chair.

In the absence of the Secretary, the Chair or Board of Directors shall designate or delegate the responsibility for recording the minutes of all meetings to a person.

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Section 8: Treasurer

The Treasurer shall have the oversight and custody of the Organization funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Organization and shall deposit all moneys and other valuable effects in the name and to the credit of the Organization in such depositories as may be designated by the Board of Directors.

The Treasurer shall disburse the funds of the Organization as may be ordered by the Board of Directors, taking proper vouchers for such disbursements. The Treasurer shall keep and maintain the Organization's books of account and shall render to the Chair and directors an account of all of the Treasurer's transactions and of the financial condition of the Organization and exhibit the books, records and accounts to the Chair or directors at any time. The Treasurer shall disburse funds for capital expenditures as authorized by the Board of Directors and in accordance with the orders of the Chair, and present to the Chair's attention any requests for disbursing funds if in the judgment of the Treasurer any such request is not properly authorized. Any expenses not previously approved under the designated organizational budget shall be brought before the Board of Directors for approval. This provision grants the Executive Director the authority to make reasonable day-to-day financial decisions within the scope of the approved budget. The Treasurer shall perform such other duties as may be directed by the Board of Directors or by the Chair.

If required by the Board of Directors, the Treasurer shall give the Organization a bond in such sum and with such surety or sureties as shall be satisfactory to the Board of Directors for the faithful performance of the duties of the office and for the restoration to the Organization, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the incumbent's possession or under the incumbent's control belonging to the Organization.

ARTICLE V - INDEMNIFICATION AND INSURANCE

Section 1 Indemnification

The Organization shall have the full power to indemnify and advance or reimburse expenses.

Section 2 Insurance

The Organization may purchase and maintain insurance or another arrangement on behalf of any person who is or was a member, director, officer, employee, or agent of the Organization or who is or was serving at the request of the Organization as a director, officer, partner, venturer, proprietor, trustee, employee, agent, or similar functionary of another foreign or domestic Organization, employee benefit plan, other enterprise, or other entity, against any liability asserted against him or her and incurred by him or her in such a capacity or arising out of his or her status as such a person, whether or not the Organization would have the power to indemnify him or her against that liability. If

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the insurance or other arrangement is with a person or entity that is not regularly engaged in the business of providing insurance coverage, the insurance or arrangement may provide for payment of a liability with respect to which the Organization would not have the power to indemnify the person only if including coverage for the additional liability has been approved by the members of the Organization. Without limiting the power of the Organization to procure or maintain any kind of insurance or other arrangement, the Organization may, for the benefit of persons indemnified by the Organization, (1) create a trust fund; (2) establish any form of self-insurance; (3) secure its indemnity obligation by grant of a security interest or other lien on the assets of the Organization; or (4) establish a letter of credit, guaranty, or surety arrangement. The insurance or other arrangement may be procured, maintained, or established within the Organization or with any insurer or other person deemed appropriate by the Board of Directors regardless of whether all or part of the stock or other securities of the insurer or other person are owned in whole or part by the Organization. In the absence of fraud, the judgment of the Board of Directors as to the terms and conditions of the insurance or other arrangement and the identity of the insurer or other person participating in an arrangement shall be conclusive and the insurance or arrangement shall not be voidable and shall not subject the directors approving the insurance or arrangement to liability, on any ground, regardless of whether directors participating in the approval are beneficiaries of the insurance or arrangement.

ARTICLE VI - MISCELLANEOUS

Section 1: WAIVER OF NOTICE

Whenever any notice is required to be given to any member or director of the Organization under the provisions of this Constitution, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 2: MEETINGS BY TELEPHONE CONFERENCE, ELECTRONIC OR OTHER REMOTE COMMUNICATIONS TECHNOLOGY

Subject to the provisions required or permitted by this Constitution for notice of meetings, members of the Board of Directors, or members of any committee may participate in and hold a meeting of such board, or committee by means of: (1) conference telephone or similar communications equipment by which all persons participating in the meeting can communicate with each other; or (2) another suitable electronic communications system, including videoconferencing technology or the Internet, only if: (a) each member entitled to participate in the meeting consents to the meeting being held by means of that system; and (b) the system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with each other participant. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting, except where a person participates in the

meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

Section 3: CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents of the Organization, in addition to the officers so authorized by this Constitution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Organization, and such authority may be general or confined to specific instances.

Section 4: CHECKS, DRAFTS, ETC.

All checks, drafts or other instruments for payment of money or notes of the Organization shall be signed by such officer or officers or such other person or persons as shall be determined from time to time by resolution of the Board of Directors.

Section 5: DEPOSITS

All funds of the Organization shall be deposited from time to time to the credit of the Organization in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 6: GIFTS

The Board of Directors may accept on behalf of the Organization any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Organization. Specifically, the Board of Directors may accept on behalf of the Organization gifts of real and personal property for use in furtherance of the purpose of the Organization. If there is ever a question as to whether or not the Organization may accept a gift, the Organization shall obtain legal input and advice to determine whether such gift may be accepted.

Section 7: BOOKS AND RECORDS

The Organization shall keep correct and complete books and records of account and shall keep minutes of the proceedings of the Board of Directors and committees. A Director of the Organization, on written demand stating the purpose of the demand, has the right to examine and copy, in person or by agent, accountant, or attorney, at any reasonable time, for any proper purpose, the books and records of the Organization relevant to that purpose, at the expense of the member.

Section 8: ETHICS AND ACCOUNTABILITY

The Organization shall create a Code of Ethics to guide the Organization's decision making and activities, as well as the behavior of its employees, volunteers, directors, and all other individuals associated with decision making and activities of the MGC LTRG.

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Section 9: FINANCIAL RECORDS AND ANNUAL REPORTS

The Organization shall maintain current true and accurate financial records with full and correct entries made with respect to all financial transactions of the Organization, including all income and expenditures, in accordance with generally accepted accounting practices. All records, books, and annual reports (if required by law) of the financial activity of the Organization shall be kept at a specific location designated by the Board of Directors. The Organization may charge for the reasonable expense of preparing a copy of a record or report.

Section 10: FISCAL YEAR

The fiscal year of the Organization shall be from January 1st until December 31st.

ARTICLE VII - CONSTRUCTION

Section 1: PRONOUNS AND HEADINGS

All personal pronouns used in this Constitution shall include the other gender whether used in masculine or feminine gender, and the singular shall include the plural whenever and as often as may be appropriate. All headings herein are for convenience only and neither limit nor amplify the provisions of this Constitution.

Section 2: INVALID PROVISIONS

If any one or more of the provisions of this Constitution, or the applicability of any such provision to a specific situation, shall be held invalid or not enforceable, such provision shall be modified to the minimum extent necessary to make it or its application valid and enforceable, and the validity and enforceability of all other provisions of this Constitution and all other applications of any such provision shall not be affected thereby.

ARTICLE VIII - AMENDMENT OF CONSTITUTION

The Board of Directors may amend or repeal this Constitution, or adopt a new Constitution by a three-fourths (3/4) vote of the Board of Directors.

Adopted by the Board of Directors on the 1st day of March 2022.

This Constitution was revised and approved by a vote of the Board of Directors on:

- May 15th, 2025
- October 14, 2025

Approved: October 14, 2025

Signature

Karastin Hancock
Chair of the Board

Signature

Mike Jones
Vice-Chair

Approved: October 14, 2025