

BYLAWS

Adopted April 2008

I. Name

The name of the organization is the Baldwin County Voluntary Organizations Active in Disaster. The Jurisdiction to be served in Baldwin County in its entirety.

II. Mission

BC VOAD is a humanitarian association of independent voluntary and secular organizations who may be active in all phases of disaster. Its mission is to foster efficient, coordinated service delivery to people affected by disaster, while eliminating unnecessary duplication of effort, through cooperation in the four phases of disaster: preparation, response, recovery and mitigation.

III. Overview

BC VOAD is not a competing or exclusionary organization. BC VOAD is intended to be a network for organizations active in disaster. Each BC VOAD member organization will maintain its own identity and independence while closely collaborating with other BC VOAD member organizations, interfaiths, and local, state, or federal authorities.

BC VOAD accomplishes its mission by adhering to the following principles:

Cooperation: Foster cooperation among BC VOAD member organizations at all levels and in all phases of disaster.

Coordination: Coordinate the development of BC VOAD policies and procedures, and, the implementation of services among BC VOAD member organizations. BC VOAD may also provide links to national and international disaster relief organizations.

Communication: Exchange and disseminate information among BC VOAD member organizations and the public, as well as local, state and federal agencies, in conjunction with the individual BC VOAD members.

Collaboration: We dedicate ourselves to work together to achieve specific goals and to undertake specific projects at disaster sites. We form partnerships during the disaster response.

IV. Membership

A. Membership

Organizations, which meet the following criteria, are eligible for membership in the BC VOAD.

- Organizations with voluntary memberships and constituencies, which are not-for-profit, that is those qualified under the IRS CODE as 501(c)(3), or
- Organizations or agencies with a disaster response program and policy for commitment of resources to meet the needs of people affected by disaster without discrimination.

B. Conditions of Membership

- Meet the membership criteria of the BC VOAD
- Agree with the mission of the BC VOAD
- Have an authorized representative at BC VOAD business and special meetings.
- Each agency representative must sign a Code of Conduct and agree to abide by the bylaws, Equipment Policy and Conflict of Interest Policy of the BC VOAD.

C. Responsibilities of Membership

Each member organization shall designate the primary representative and one alternate representative for meeting attendance on the membership information form. BC VOAD is a member led organization. Member agencies will pay annual dues within the first quarter of the New Year.

D. Termination of Membership – An organization’s membership may be terminated by:

1. BC VOAD member organizations may voluntarily withdraw by submission of a letter.
2. Membership for an agency or representative may be terminated at any time for any reason by a four-fifths formal vote of the membership.

V. Meetings

The meetings of BC VOAD shall be guided by the Robert’s Rules of Order, except as otherwise provided for in these bylaws. BC VOAD business meetings are open to the public.

A. Business Meetings

1. Business meetings will be held a minimum of four times a year on a scheduled set by the BC VOAD. The Executive Committee will present administrative and financial reports at each meeting.
2. During disaster response and recovery times, members will meet initially at 10 a.m. on the first full day following the event. Site to be determined. Other meetings will be scheduled by the membership as needed.
3. Written notice shall be sent to all members 14 days prior to any regular business meeting.
4. The member representative speaks and votes for his/her organization at business meetings. Other representatives from the same organization have voice, when recognized by, and, at the discretion of the Chair.

B. Emergency Meetings

1. Emergency meetings to meet the needs of disaster events (or drills) can be called at any time by majority vote of the Executive Committee with minimal (less than 14 days) notice.
2. Emergency meetings are open to members and those agencies with specific response and recovery responsibilities that concern BC VOAD members.

C. Committee Meetings

1. Committee meetings are limited to committee members.

2. Technical advisors may attend committee meetings at the request of the chairperson.

VI. Officers

Officers are nominated at the fourth quarter meeting and elected at the annual meeting which is held during the first three months of the calendar year. Their terms of office commence upon the first meeting of the next quarter and for duration of one year. Individuals, not organizations, are eligible for nomination and election. Any member of the BC VOAD may nominate officers. Nominations must be seconded to be accepted. A list of the accepted nominees must appear on the notice of the annual meeting. Each officer described below is elected by the majority vote of the members present at the Annual Meeting. No member may have more than one representative serve as an officer at any one time. When an officer's position is vacated, the Chairperson shall call for nominations and an election to be conducted at the next business meeting to serve the unexpired term. Officers are as follows:

A. Chairperson (may not serve more than two consecutive terms).

Function: presides at meetings, acts as spokesperson and represents BC VOAD, delegates tasks as pertains to BC VOAD business, convenes meetings and provides leadership. The Chairperson, with the consent of the voting membership, may execute external contracts.

B. Vice-Chair/Treasurer (may not serve more than two consecutive terms).

Function: acts on behalf of the chair in the absence of or at the request of the Chair. Maintains fiscal records of the BC VOAD and presents quarterly financial reports to the membership. Recruits independent audit for annual audit of all financial and grant administration funds.

C. Secretary

Function: Maintains organizations records, makes notifications, and keeps minutes of meetings.

VII. Standing Committees

- The following Standing Committees will be appointed per the bylaws. Committees shall be representative of the BC VOAD member organizations. The Executive Committee consists of the current officers, the past Chair and two At-Large Members. At-large members are appointed by the Chair and serve for one term. The Executive Committee is empowered to approve routine operational expenses and manage personnel, including hiring and termination. Any actions by the Executive Committee must be presented at the next business meeting.
- Other committees may be created on an ad hoc basis.

VIII. Voting

1. Each Partner organization is entitled to one vote.
2. Voting by proxy shall be permitted with original, signed letter of approval by member.

3. At least ten Organizational and agency members present at a properly noticed meeting shall constitute a quorum to do business. Proper notice means 14 days written or emailed notice of scheduled meeting.
4. All voting except as otherwise provided for in these bylaws shall pass by simple majority vote.
5. All votes will be recorded in the meeting minutes
6. An individual may represent more than one organization however an individual has one vote regardless of the number of organizations he/she may represent.

IX. Administration

- Inventories of all property will be maintained by the Executive Committee and distributed to the membership at meetings at least quarterly.
- All contracts executed for property lease or purchases will be approved by the voting membership as defined above.
- Equipment policy will be determined under separate guidelines as approved by the voting membership.
- Conflict of Interest Policy will be determined under separate guidelines as approved by the voting membership.
- Each individual shall sign The Code of Conduct as a condition of membership.

X. Amendments

1. Amendments to these bylaws may be made by a two-thirds majority vote. Amendments must be moved and seconded at a noticed business or special meeting to be voted on at the following business meeting.