

# BYLAWS

9/09

## IDAHO VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

### ARTICLE I

- Section 1.1 The name of this organization is the Idaho Voluntary Organizations Active in Disaster, Inc. (IDAVOAD). IDAVOAD is a state counterpart of the National Voluntary Organizations Active in Disaster (National VOAD).
- Section 1.2 The chief place of correspondence for IDAVOAD shall be PO Box 16761, Boise, ID 83715-6761.

### ARTICLE II, PURPOSE

- Section 2.1 The purpose of this organization shall be to bring together voluntary organizations active in disaster services to foster more effective response to people affected by a disaster in the State of Idaho through: cooperation, coordination, communication, collaboration, education, convening meetings and training. IDAVOAD seeks to ensure the availability of needed services and to encourage uniform impartial provisions of these services. IDAVOAD will operate under the National Incident Management System (NIMS), which is the system utilized in the National Response Framework (NRF) and the Idaho Emergency Operations Plan (EOP).

### ARTICLE III, MEMBERSHIP

- Section 3.1 IDAVOAD is not intended to be a competing agency but an umbrella organization of existing agencies. Each member and partner organization maintains its own identity and independence, yet collaborates and coordinates with other agencies to improve service and eliminate duplication.
- Section 3.2 Organizations eligible for voting membership are those that are statewide in scope and purpose, qualify under Internal Revenue Service Regulation 501(c)(3), utilizes volunteers in providing their services, and have a purpose in disaster preparedness, response, relief, recovery, and mitigation, and have a stated policy of commitment of resources to meet the needs of people affected by disaster without discrimination, can become voting members of the IDAVOAD. Organizations that have chapters, districts, conferences, etc. may sit at the table but will only have one vote.
- Section 3.3 To maintain membership, the voting member of an organization must attend at least three meetings per calendar year; preferably in person but if cost prohibitive via teleconference is acceptable.
- Section 3.4 Voluntary Organizations that are members of the National Voluntary Organizations Active in Disaster (NVOAD) in good standing will be granted membership to IDAVOAD after verification with NVOAD.
- Section 3.5 Interested businesses, organizations or governmental agencies may maintain a partnership without vote. Any number of representatives may attend regular and annual meetings. Partners may be appointed to committees and hold office in those

committees, excluding the Executive Committee. The Bureau of Homeland Security representative is a non-voting, non-office holder on the Executive Committee.

- Section 3.6 Membership in IDAVOAD shall be one representative or designee from each of the member and partner organizations as approved by the membership. Any number of representatives may attend regular and annual meetings, with voice, with the provision that each member organization will have only one vote. Members may be appointed to committees and hold office in those committees, including the Executive Committee.
- Section 3.7 Any sub-state VOAD/COAD within the State of Idaho will be approved by IDAVOAD and function within the principles and bylaws of IDAVOAD and National VOAD. Upon submission and approval of proper paperwork, the sub-state VOAD/COAD would become a voting member of IDAVOAD and would not be required to pay membership dues.
- Section 3.8 Membership will be contingent upon an organization being current with dues and paperwork, such as membership application, proof of 501(c)(3) and other forms as established by IDAVOAD.
- Section 3.9 All members and partners shall be selected by a majority vote of the Executive Committee present and voting.
- Section 3.10 Any member may resign by giving written notice to the IDAVOAD President. Any member is subject to removal upon recommendation and majority vote of the Executive Committee.

#### ARTICLE IV, MEETINGS

- Section 4.1 There will be a minimum of six regular business meetings of IDAVOAD per calendar year. The annual meeting will be incorporated into the IDAVOAD Conference. The Executive Committee may call additional meetings as necessary.
- Section 4.2 Mailed or emailed notice of no less than two weeks in advance to all members shall constitute proper notice for the conduct of business at any regular or annual meeting.
- Section 4.3 Decisions on any question at a meeting of IDAVOAD shall be by majority vote of the member organizations present and voting. Member organizations may email a vote if received four days prior to the meeting. Meeting site and date may be decided as a final act of business at each current meeting or delegated by the decision of the Executive Committee if no consensus is reached.
- Section 4. Roberts Rules of Order shall be considered the general rules for the conduct of meetings.
- Section 4.5 Minutes will be taken by the IDAVOAD Secretary or a member designated by the President in the Secretary's absence. Said minutes shall be distributed by email or mail if email is unavailable and approved at the next regular meeting.

## ARTICLE V, COMMITTEES

- Section 5.1 Temporary and Standing Committees will be enacted to carry out specific charges such as providing guidance and planning, and preparing products as needed. The Committee Chair will be appointed by the Executive Committee. The Executive Committee shall provide the Committee Chair with the objectives of the committee. Committees shall be dissolved upon completion of their charge or the term of the appointment.
- Section 5.2 Committee Chairs are required to report on work progress and decisions, and to provide information to the Executive Committee. The Chairs will report at the Executive meeting when warranted. Committee Chairs do not have a vote in the Executive Meeting.
- Section 5.3 A nominating committee shall consist of a maximum of three (3) persons appointed by the President or designated officer at a regular meeting of IDAVOAD.
- Section 5.4 The nominating committee shall serve only until an election takes place.

## ARTICLE VI, EXECUTIVE COMMITTEE

- Section 6.1 The executive committee shall consist of four (4) persons elected from the voting membership. In as much as possible, membership will be representative of differing organizations. The members of the executive committee shall realize that their commitment is to the overall business practice and issues of concern for the totality of IDAVOAD.
- Section 6.2 The executive committee officers shall be a President, Vice President, Secretary and Treasurer. Officers will be elected by popular election of the IDAVOAD membership at large. Terms of office will be staggered and be for two years with a maximum of three consecutive terms. The President and Treasurer will be elected in even numbered years; the Vice President and Secretary will be elected in odd numbered years. No compensation shall be paid to the Executive Board for their services as such.
- Section 6.3 An officer may resign by submitting his/her resignation in writing to either the President or Secretary. The officers are subject to removal by an affirmative vote of the members by a majority vote of those present and voting.
- Section 6.4 The President shall be the principal executive officer of the IDAVOAD and shall in general supervise and control all of the business and affairs of the IDAVOAD. He or she shall preside at all meetings of the Members and Executive Committee. He or she may sign any contracts, or other instruments which the Members have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the directors or by these bylaws to some other officer or agent of the IDAVOAD, or shall be required by law to be otherwise signed or executed. He or she shall in general perform all duties incident to the office of the President.

- Section 6.5 The Vice President shall preside at meetings of the Members in the absence of the President. The Vice President shall assume the position of President in the event that the President fails to complete his/her term. The Vice President shall also perform such other duties as may be assigned by the President.
- Section 6.6 The position of Secretary shall keep the minutes of the Members' meetings. He or she shall see that all notices are duly given in accordance with the provisions of these bylaws or as otherwise required. He or she shall be the custodian of the IDAVOAD records. He or she shall keep a register of the post office address of each Member and Partner. He or she shall in general perform all of the duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President.
- Section 6.7 The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation. He or she shall receive and give receipts for moneys due and payable to the IDAVOAD from any source. He or she shall deposit all such moneys in the name of the IDAVOAD in such banks, trust companies or other depositories as shall be selected in accordance with these bylaws. He or she shall in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President.
- Section 6.8 The executive committee will meet when called by the President as necessary to conduct business or by call of any two other members of the executive committee.
- Section 6.9 The executive committee shall have the power to act for IDAVOAD between regular meetings within the adopted guidelines of the organization.

#### ARTICLE VII, BUDGET AND FINANCE

- Section 7.1 During non-disaster times, IDAVOAD is not a fund-raising or disbursing organization. Any funds collected may be used to meet the administrative expenses of the organization. During disaster response and recovery, the State of Idaho often receives donations for disaster victims. These funds will be deposited in a disaster account with IDAVOAD. Distribution of funds will be voted on by majority of members at an IDAVOAD meeting or an Executive Committee meeting with the adopted guidelines of the organization.
- Section 7.2 Dues will be set on an annual basis to cover no more than 125% of approved budgeted expenses.
- Section 7.3 IDAVOAD funds can be withdrawn by proper signature of any two officers with prior concurrence from the executive committee.
- Section 7.4 Fiscal year to be from January 1 to December 31 to coincide with the IRS reporting.

#### ARTICLE VIII, AMENDMENTS

- Section 8.1 Proposed amendments must be distributed by email or mail if email is unavailable no less than two weeks prior to a meeting at which the amendments will be considered for adoption.
- Section 8.2 Amendments to these bylaws shall be made by a two-thirds majority vote of represented organizations at any regular meeting, telephone conference, or e-mail. Vote via email would be made by two-thirds majority vote of responding agencies within the specified time period. To be recorded by the Secretary.
- Section 8.3 The IDAVOAD may be dissolved by two-thirds majority vote of its membership. All assets held by IDAVOAD will be reverted to the National VOAD.
- Section 8.4 The IDAVOAD bylaws will be reviewed every two years.