



# NATIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

## State/Territory VOAD Toolkit

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### BYLAWS TEMPLATE

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#### **Article I**     **Name and Relationships**

**Section A**     **Name**

**Section B**     **Relationships**

*Describes the relationship between state/territory/tribal VOAD & National VOAD; the state/territory/tribal VOAD and regional/local VOADs (if applicable)*

#### **Article II**     **Purpose**

*Mission statement & statement of values (4 C's)*

#### **Article III**     **Membership**

**Section A**     **Membership Categories and Qualifications**

**1. Categories:**

*Members: non-profit, community based, 501 (c)3, or faith-based organizations (voting)*

*Partners: government agencies, educational institutions, foundations, business or private corporations (non voting)*

**2. Qualifications for Membership**

*Define membership criteria for Members and Partners.*

**Section B**     **Conditions of Membership**

*What are rights and responsibilities of Members & Partners?*

**Section C**     **Membership Application Procedures**

*Outlines process for becoming Member or Partner*

**Section D**     **Termination of Membership**

*Defines process for voluntary and involuntary termination*

**Section E**     **Regional/Local VOADs**

*If applicable, defines criteria for regional/local VOAD's membership in the state VOAD*

#### **Article IV**     **Meetings**

**Section A Meeting Schedule**

*States how frequently VOAD will meet for: regular, special, emergency meetings*

**Section B Meeting Notices**

*States how members are notified of meetings; (email, regular mail, phone); minimum time required for notice*

**Section C Conduct of Business**

*Statement of parliamentary rules ( Robert's Rules of Order)*

**Section D Meeting Minutes**

*Describes how meeting minutes are approved & distributed; copied to National VOAD*

**Article V Voting and Quorum**

**Section A Voting Rights**

*States number of votes allowed for each Member*

**Section B Proxy Voting**

*States if voting by proxy is permitted or not*

**Section C Quorum for Meetings**

*States what constitutes a quorum*

**Section D Voting for Passage of Motion**

*What number of votes will determine passage (e.g. simply or 2/3<sup>rd</sup> majority) 2/3'*

**Section E Recording of Votes**

*Describes how votes are recorded*

**Article VI Board of Directors**

**Section A Board Composition**

*States the number of Board members; (fixed or minimum and maximum); role of Immediate Past President (e.g., voting or ex-officio);*

**Section B Eligibility of Board Candidates:**

*Candidates for the Board of Directors must represent a Member organization*

**Section C Election of the Board**

*Defines term length, term limits, staggered or fixed terms*

**Section D Vacancies on the Board**

*Defines how to fill Board vacancies (special elections or appointment)*

**Section E Election of Officers**

*Defines how officers are elected,( BOD or Members)*

**Section F Meetings of the Board of Directors**

*States the minimum # of regular meetings of the BOD; describes the process for calling special/emergency meetings and who can call special meetings*

**Section G Powers and Responsibilities of the Board of Directors**

*Defines the powers and responsibilities of the BOD, including but not limited to: acting on behalf of the membership, approval of contracts and financial agreements, establishing committees and sub-committees, hiring & termination of employees, advise and consent to approve Members and Partners in the VOAD, compliance with all state & federal laws and National VOAD policies.*

*Define what powers are not granted to the BOD without consent of the membership.*

**Article VII Officers**

*Eligible candidates from Member organizations; defines roles & responsibilities of officers, terms of officers, term limits, succession (if applicable)*

**Article VIII Nominations and Elections**

**Section A Nominating Committees**

*Defines responsibilities of the nominating committee, number of members, how committee members are selected, term limits.*

**Section B Elections**

*States the process for conducting elections, including when elections occur.*

**Article IX Committees and Sub-Committees**

**Section A Committee Authorization**

*Affirms the responsibilities of either the BOD or President as previous stated in Article VII –Officers, Roles & Responsibilities*

**Section B Standing Committees**

*Defines standing committees and responsibilities of each*

**Section C Sub-Committees, Ad-Hoc, Working Groups**

*Establishes how and by whom sub/ad-hoc/working group are created*

**Article X Budget and Finance**

**Section A Fiscal year**

*Statement of fiscal year*

**Section B Budget**

*Defines what individual or committee (if applicable) is responsible for creating budget, establishes the process for approving a budget.*

**Section C Fiscal Agent**

*Describes the role and responsibilities of a fiscal agent, is applicable.*

**Section C Expenditures**

*Addresses the policy and procedures for expending VOAD funds; who can authorize expenditures, e.g., single signature, prior approval of BOD for amounts over specified limit.*

**Section D Financial Statements & Accountability**

*Describes financial reporting mechanisms; audit mechanisms and procedures*

**Section E Dues**

*States who pays dues, the amount and and collection date & process, if applicable*

**Section F Dissolution**

*In the event the VOAD is dissolved, describes the process of disbursement of any assets.*

**Article XI Function In Disaster**

*Defines the role of the state/territory/tribal VOAD in disaster or insert reference to Disaster Response Protocols, if applicable*

**Article XII Amendments**

**Section A Proposed Changes**

*Describes the process including notification of proposed amendments, including minimum notice to members*

**Section B By-Law Amendments**

*Describes the necessary quorum and vote to approve,( simple or 2/3<sup>rds</sup> majority)*

Approved by the Membership this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_