

Bylaws of
North Dakota Voluntary Organizations Active in Disaster (NDVOAD)
(Approved March 21, 1995)

Revised: 10/10/96, 1/29/97, 3/10/00, 12/16/04, 2/23/06, 3/17/08, 7/17/08, 11/18/2014

ARTICLE 1– PURPOSE AND OBJECTIVES

The purpose and objectives of the organization shall be to provide the best possible disaster service to the persons affected by any type of disaster through communication, coordination, cooperation, and collaboration. Participation in NDVOAD shall be in keeping with the individual organizations’ charters and capabilities and shall be in compliance with current state and local disaster plans.

ARTICLE II – MEMBERSHIP

A. Partner Membership

Organizations with voluntary memberships and not-for-profit status, and which are statewide in scope, may be Partner Members of NDVOAD if they have a disaster response program and policy for commitment of resources to meet the needs of people affected by disaster.

To be considered a member in good standing, an organization must make a financial contribution of at least \$25 to the NDVOAD by January 1 each calendar year.

B. Associate Membership

Organizations and government agencies may be Associate Members of NDVOAD if they have a disaster response program and policy for commitment of resources to meet the needs of people affected by disaster. Associate members need not be statewide in scope. Associate Members do not pay dues and do not have voting rights.

C. Affiliate Membership

Local/regional VOADs may be Affiliate Members of NDVOAD. Affiliate Members do not pay dues but do have voting rights. Local/regional VOADs will sign a cooperative agreement with NDVOAD when the local/regional VOAD chair changes.

D. Responsibilities of Membership

The leaders of each NDVOAD member organization must commit to sending knowledgeable and authoritative representatives to NDVOAD meetings. Each NDVOAD member organization shall

designate one authorized representative and one alternate representative in a letter or email to the NDVOAD executive committee. Each authorized representative must have access to the resources of his/her organization to service the needs of disaster victims.

An authorized representative who misses 50 percent of the business and emergency meetings in a 12-month period will receive a reminder from the NDVOAD secretary with a copy to the organization's leader. If the organization or the authorized representative fails to respond to the reminder within 30 days or accumulates two more unexcused absences, the secretary shall recommend to terminate the organization's membership.

E. Termination of Membership

NDVOAD membership may be terminated by:

- The organization voluntarily withdrawing by submitting a letter of separation to the NDVOAD executive committee.
- A fourth-fifths vote of the membership
- Lack of participation in NDVOAD meetings (see II-D).

ARTICLE III – MEETINGS

A. Meeting Governance

The meetings of NDVOAD shall be guided by the current version of Robert's Rules of Order except as otherwise provided for in these bylaws. NDVOAD business meetings are open to the public.

B. Annual Meeting

The annual business meeting of NDVOAD shall be in October for the election of officers, for recognition of members, to determine annual goals and a budget, and for such other business as may properly come before the meeting. New officers will start at the first of the year in January.

C. Regular Meetings

A regular meeting of NDVOAD shall be held at least quarterly except in the month of the annual business meeting. Meetings may be held in person or by remote communication (e.g. conference call, webconference.)

D. Special Meetings

Special meetings of the membership may be called by the chairperson or any other officer, or at the request of three members in good standing. The person or persons authorized to call a special meeting of

the membership may fix the place for that meeting.

E. Notice of Meetings

Written or printed notice stating the place, day and hour of the meeting and the purpose(s) for which the meeting is called shall be delivered not less than 10 days before the date of the meeting, by email, by or at the direction of the chairperson or the secretary to the membership. In the event of a special meeting called for a specific ongoing or developing disaster response, the 10-day advance notice and requirement for written notice may be waived.

F. Quorum

A quorum shall exist when at least five voting members are present at any meeting or special meeting.

G. Voting

Each Partner and Affiliate Member in good standing (as described in Article II-A) shall be entitled to one vote in any meeting of the organization. Each Partner and Affiliate Member is allowed only one vote, regardless of the number of representatives present.

ARTICLE IV – OFFICERS

A. Officers

The officers of the organization shall be a chairperson, a vice chairperson, a secretary, a treasurer, and a member-at-large, each of whom shall be elected by the membership.

B. Elections and Terms

1. Officers will be elected at the annual meeting.
2. Term of office will be for a period of two years with the exception of the member-at-large who shall serve a one-year term.
3. Vice chair automatically moves to chairperson at the beginning of the new term of office.
4. Vice chair, secretary and treasurer are elected each term.
5. Vacancies can be filled as necessary, either by appointment by the chairperson or by a majority of the members present at the next scheduled meeting.

C. Chairperson

The chairperson shall be the principal executive officer of the organization. The chairperson shall preside at all meetings of the members, act as NDVOAD spokesperson, represent NDVOAD, name committees

and task forces, and delegate tasks relative to NDVOAD business. The chairperson may sign any instruments that the members have authorized.

D. Vice Chairperson

The vice chairperson shall preside at meetings in the absence of the chairperson. The vice chairperson shall assume the position of chairperson if the chairperson cannot complete his/her term. The vice chairperson shall also perform other duties assigned by the chairperson or board. The vice chairperson shall be in charge of marketing NDVOAD to appropriate audiences.

E. Secretary

The secretary shall be the custodian of the non-financial records, including contact information of each member's authorized representative(s). The secretary shall perform all the duties incumbent to the office of the secretary and other duties as assigned by the chairperson. The secretary shall preside at meetings in the absence of the chairperson and vice chairperson.

F. Treasurer

The treasurer shall be the custodian of the financial records and instruments of the organization. The treasurer shall present a financial report at each meeting and an annual budget. The treasurer shall perform all the duties incumbent to the office of treasurer and other duties as assigned by the chairperson. The treasurer shall preside at meetings in the absence of the chairperson, vice chairperson and secretary.

G. Member-at-Large

The member-at-large shall perform such duties as may be assigned by the chairperson.

ARTICLE V – AMENDMENTS AND DISSOLUTION

A. Amendments

These bylaws may be amended, restated or repealed and new bylaws adopted by a majority vote of the members present at any meeting or special meeting when the proposed amendment, restatement or repeal has been set forth in the notice of such meeting.

B. Dissolution

In the event that NDVOAD is dissolved by a two-thirds majority vote of all members, the officers at the time of dissolution will select the organization(s) to receive NDVOAD records and funds.