

MICHIGAN VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS

BYLAWS

Article I. NAME AND RELATIONSHIPS

Section 1.01 The name of this organization is the Michigan Voluntary Organizations Active in Disaster hereafter referred to as MI-VOAD.

Section 1.02 The business address will be established from time to time by the Executive Committee.

Section 1.03 MI-VOAD is a state counterpart of the National Voluntary Organizations Active in Disasters hereinafter referred to as NVOAD.

Section 1.04 The jurisdiction of MI-VOAD is the State of Michigan.

Article II. PURPOSE

Section 2.01 The purpose of MI-VOAD is to bring together member and partner organizations that are or intend to be active in disasters and to foster more effective responses to the people of Michigan in times of crises and disasters.

Section 2.02 MI-VOAD accomplishes its purpose by adhering to the following principles:

- (a) Cooperation: To foster cooperation among MI-VOAD members at all levels in all phases of disaster preparedness, response, recovery, and mitigation. MI-VOAD is not intended to be a competing agency but an umbrella organization of existing entities. Each member organization maintains its own identity and independence yet works closely with other organization to improve services and eliminate unnecessary duplication.
- (b) Coordination and Collaboration: To form positive working partnerships between individual organizations, including local and state government, enabling them to interact with each other to successfully respond to the needs of those affected by disasters.
- (c) Communication: To exchange and disseminate information among MI-VOAD member organizations, the public, and local governments and agencies; to publish a directory of member organizations; and, to develop mechanisms for better information sharing.
- (d) Education:
 - (i) To increase mutual awareness and understanding of each MI-VOAD member as well as the public and local governments and agencies.
 - (ii) To provide effective and efficient disaster-related training across organizational lines when possible and to increase awareness and preparedness in each organization.
- (e) Convening Mechanisms: To organize and sponsor informational meetings, regional conferences, and training programs.
- (f) Legislation: To encourage effective disaster relief legislation and policy.

Article III. MEMBERSHIP

Section 3.01 Membership will be by written application.

Section 3.02 The Executive Committee will present the application at the next regular meeting of MI-VOAD.

Section 3.03 Membership will be contingent upon conditions specified in this document and other such criteria as established by MI-VOAD from time to time.

Section 3.04 Members will pay annual dues. Regional VOADs that don't collect dues will be exempt from paying MI-VOAD dues.

Section 3.05 Partners will be expected to make financial or in-kind contributions.

Section 3.06 Definition of Membership

(a) Member Organizations

- (i)* Organizations with voluntary membership and constituencies;
- (ii)* Organizations that have a not-for-profit structure designated under IRS Code as a 501(c)(3) corporation, faith-based organizations, or those that could reasonably expect to meet such qualifications;
- (iii)* Organizations that have a demonstrated disaster services program and policy for commitment of resources to meet the needs of people affected by disaster;
- (iv)* Organizations that serve, without discrimination, those in need due to a disaster;
- (v)* Organizations that provide services and/or resources statewide;
- (vi)* Organizations present in the State who are members of the NVOAD; or,
- (vii)* Any other voluntary organizations in Michigan as accepted and approved by the membership.
- (viii)* Any number of representatives may attend regular and annual meetings, with voice, with the provision that each member organizations will have only one (1) vote.

(b) Regional VOADs

- (i)* Regional VOADs throughout the state that conform to the regions established by the Michigan State Police Emergency Management Homeland Security Division can be members of MI-VOAD.
- (ii)* Any number of representatives may attend regular and annual meetings, with voice, with the provision that each Regional VOAD member organization will have only one (1) vote.

(c) Partners

- (i)* Community nonprofit organizations with disaster planning and/or operations responsibilities or capabilities that do not meet the criteria for membership;
- (ii)* Community organizations that wish to share their resources or services to support the mission of MI-VOAD and its voting members;
- (iii)* Government entities that bring resources to the MI-VOAD movement and demonstrate a commitment to support the MI-VOAD mission and its members;
- (iv)* Foundations, educational institutions, businesses or private corporations that bring resources to the MI-VOAD movement, demonstrate a commitment to support the MI-VOAD members and mission, and agree to provide an annual financial contribution to the MI-VOAD.
- (v)* Partners have a voice but neither vote nor serve on the Board of Directors.

Section 3.07 TERMINATION OF MEMBERSHIP

- (a) The Executive Committee may terminate the participation of a member organization for:
- (i) Failure to meet the Conditions of Membership, as determined by the Executive Committee.
 - (ii) Conduct contrary to the mission, principles, or values of MI-VOAD, as determined by the Executive Committee.

Article IV. Meetings

Section 4.01 All MI-VOAD meetings, including Regular Meetings, the Annual Meeting, Special Meetings, and Committee Meetings, are open to the public, with the exception of Executive Committee Meetings.

Section 4.02 There will be a minimum of two regular business meetings of MI-VOAD each calendar year. The annual meeting will take place between September and December.

Section 4.03 The Secretary will provide a minimum of fourteen (14) days' notice to members of all Regular or Annual Meetings. Notice may be sent via e-mail or other electronic or facsimile transmissions, and may also be delivered by phone contact.

Section 4.04 Meeting sites and dates may be decided as a final act of business at each current meeting or delegated to the decision of the MI-VOAD officers.

Section 4.05 Unless otherwise stated by the By-Laws, Roberts Rules of Order will be considered the general rules for the conduct of business.

Section 4.06 Minutes will be taken by the MI-VOAD Secretary or a member designated by the Chair in the Secretary's absence. Minutes will be distributed by mail, or electronic means, and approved at the next regular meeting.

Section 4.07 Attendance at the NVOAD Annual Meeting and Convention by the Chair or designee would be desirable. If the expenses of the trip are not able to be covered by their organization, application can be requested to MI-VOAD before the event if funds are available with a cap of \$500.

Article V. Voting and Quorums

Section 5.01 Each member organization will appoint one identified representative to act as its official voting delegate. Each member organization will have only one vote on any issue.

Section 5.02 Members may formally represent more than one organization at MI-VOAD meetings, but that individual has one vote regardless of the number of organizations represented.

Section 5.03 Member organizations may not vote by proxy, but may vote by sending an alternate approved by the representative identified in Section 5.01

Section 5.04 Member organizations may vote by teleconference.

Section 5.05 All votes (formal or consensus reached) will be recorded in the meeting minutes.

Section 5.06 All voting, except as otherwise provided for in these bylaws, will pass by a simple majority vote.

Section 5.07 Members present at a properly noticed meeting will constitute a quorum to do business if a minimum of 5 members are present.

Article VI. OFFICERS AND TERMS OF OFFICE

Section 6.01 Officers must represent a member organization

Section 6.02 Officers will be nominated and elected at the Annual Meeting of MI-VOAD. The term of office for the officers will begin immediately upon their election.

Section 6.03 Any member of MI-VOAD may nominate members as officers, chairs of Standing Committees, and at-large members of the Executive Committee. Nominations must be seconded to be accepted.

Section 6.04 No member is allowed hold more than one position on the Executive Committee at the same time.

Section 6.05 When an officer's position is vacated for any reason, the chairperson will call for nominations and an election for that position will be held at the next properly noticed meeting. The newly elected officer will serve the unexpired term of the withdrawing or withdrawn officer.

Section 6.06 The officers of MI-VOAD are

- (a) Chairperson
- (b) Vice-chairperson
- (c) Secretary
- (d) Treasurer

Section 6.07 Terms of office are two years, and no person can serve more than three consecutive terms.

Article VII. OFFICER DUTIES AND RESPONSIBILITIES

Section 7.01 The duties and responsibilities of the chairperson are to

- (a) Preside at Regular, Annual, and Special meetings and act as MI-VOAD spokesperson.
- (b) Represent, or send a designee to represent, MI-VOAD at the National VOAD.
- (c) Delegate tasks as they pertain to MI-VOAD business
- (d) Convene meetings
- (e) Provide overall leadership.
- (f) Approve agendas for Regular, Annual, and Special meetings.
- (g) Perform duties and responsibilities as specified in the Michigan Community Emergency Response and Citizen Corps Coordination Plan.

Section 7.02 The duties and responsibilities of the vice-chairperson are to

- (a) Act on behalf of the chairperson in the absence of or at the request of the chairperson.
- (b) Perform the duties of the chairperson the event that the chairperson is no longer able to serve in that capacity until the next election for the open seat.

Section 7.03 The duties and responsibilities of the secretary are to

- (a) Provide timely notice and meeting agendas of Regular, Annual, and Special meetings and of other communications to all members.
- (b) Provide timely notice to all members of all proposed to the MI-VOAD Bylaws.
- (c) Record minutes and votes, with the assistance of designated members, of all Regular, Annual, and Special meetings.
- (d) Maintain records of all meetings.
- (e) Maintain a permanent file of the minutes and votes from all meetings.
- (f) Maintain a current list of all MI-VOAD members and share membership

information with members and other agencies as appropriate.

- (g) Maintain electronic accounts, including keeping contact lists up to date and periodically downloading documents as a backup measure.

Section 7.04 The duties and responsibilities of the treasurer are to

- (a) Maintain the financial records of MI-VOAD.
- (b) Ensure custody of all funds and moneys due and payable to MI-VOAD from any source received and receipted
- (c) Pay all invoices presented upon verification of goods or services delivered.
- (d) Deposit all moneys in the name of MI-VOAD in such banks, trust companies or other depositories as shall be selected in accordance with these Bylaws.
- (e) Prepare periodic reports for the Board of Directors.
- (f) Provide an accounting of all transactions and the financial condition of MI-VOAD

Section 7.05 The office of secretary and treasurer may be combined.

Article VIII. NOMINATIONS

Section 8.01 A Nominating Committee for the selection of the Executive Committee will consist of three (3) persons appointed by the Chair, or designated Chair, at a regular meeting of MI-VOAD.

Section 8.02 The Nominating Committee will meet prior to the annual meeting of MI-VOAD and nominate Executive Committee members. The list of nominations will be sent to all member representatives.

Section 8.03 At the MI-VOAD meeting nominations from the floor will be accepted, discussed, and election completed via vote. The organization representative must be present to vote.

Section 8.04 The Nominating Committee will serve only until an election has taken place.

Article IX. EXECUTIVE COMMITTEE

Section 9.01 The Executive Committee of MI-VOAD will consist of the chairperson, the vice-chairperson, the secretary, and two at-large members selected by the membership at the annual meeting. No organization can have more than 1 person on the Executive Committee.

Section 9.02 MI-VOAD will hold elections among its members every 2 years (on even years) to fill these (5) positions. Only representatives from dues-paying member organizations can be elected to the Executive Committee.

Section 9.03 The Executive Committee will have the power to fill any vacancy which may occur between annual meetings as long as the principle in Section 9.01 is not violated.

Section 9.04 The Executive Committee will elect from its own members a Chair, Vice-Chair, and Secretary to serve as the Officers of MI-VOAD. The Chair and Vice-Chair is limited to 2 consecutive terms in those positions. Once the person has served as Chair they may not serve as an Officer for 1 term.

Section 9.05 The Executive Committee will meet when called by the Chair as necessary to conduct business. Any two other members of the Executive Committee may call a meeting.

Section 9.06 The Executive Committee will have the power to act for MI-VOAD between regular meetings within the adopted guidelines of the organization.

Section 9.07 The Executive Committee will appoint a Public Information/Relations Officer from the MI-VOAD membership. The Public Information/Relations Officer reports to the Executive Committee.

Article X. BUDGET AND FINANCE

Section 10.01 MI-VOAD is not a fund-raising or disbursing organization. Any funds collected will be used to meet the administrative expenses of the organization and other costs as approved by the body.

Section 10.02 MI-VOAD funds can be withdrawn by the proper signature of any two officers with prior approval from the Executive Committee.

Section 10.03 In the event of the dissolution of MI-VOAD, any remaining funds shall be disbursed to NVOAD Headquarters.

Article XI. AMENDMENTS

Section 11.01 Proposed amendments must be distributed by mail, or electronic means, no less than two weeks prior to the meeting at which the amendments will be considered.

Section 11.02 Amendments to these By-Laws may be made by a two-thirds majority vote at any annual meeting.

Approved by the Membership on December 17, 2015.



Ken Sutter, Chair



Mary Lloyd, Secretary/Treasurer