

# **Bylaws**

## **of**

### **The Kentucky Chapter of the National Voluntary Organizations Active in Disaster**

#### **doing business as**

### **Kentucky Voluntary Organizations Active in Disaster**

#### **Article I — Name**

##### Section 1-1.

The name of this organization is the Kentucky Chapter of the National Voluntary Organizations Active in Disaster, doing business as Kentucky Voluntary Organizations Active in Disaster, hereinafter referred to as the “KyVOAD.”

#### **Article II — Purpose**

##### Section 2-1.

- To bring together voluntary organizations active in disaster in the Commonwealth of Kentucky
- To encourage more productive service to people affected by disaster through cooperation, collaboration, coordination, communication and education among organizations at all community levels, including government agencies, who are helping those affected by disaster

#### **Article III — Membership**

##### Section 3-1.

Categories and qualifications. The categories of membership in KyVOAD are as identified below:

- a. Regular Membership is open to organizations that are statewide in scope and purpose or serve in significant portions of Kentucky and are nonprofit, voluntary and active in disaster services. In cases of national organizations having multiple regional or jurisdictional offices in Kentucky, regular membership is open to no more than five members per national organization.
- b. Associate Membership is open to the following organizations:
  1. Regional/Community Associate Membership is open to

coalitions of agencies that are regional or community-wide in scope and purpose, voluntary and active in disasters. This includes, but is not limited to, local VOADs in Kentucky.

2. Governmental Associate Membership is open to governmental agencies that bring resources to the VOAD movement and demonstrate a commitment to support the VOAD mission.

3. Private Associate Membership is open to private sector entities that bring resources to the VOAD movement, demonstrate a commitment to support the VOAD mission and agree to provide an annual financial contribution to the KyVOAD.

- c. Affiliate Membership is open to individuals affiliated with a Regular Membership or Associate Membership who are not the designated representative of their organization, but demonstrate a commitment to support the VOAD mission. Applicants for Affiliate Membership must secure authorization from their organization.
- d. Each designated representative may only represent one member organization or agency.

#### Section 3-2.

Organizations desiring to join KyVOAD shall complete the application for KyVOAD membership, providing such information and documentation necessary to demonstrate qualification for either regular or associate membership. Applications shall be referred to the Nominating/Membership Committee for review. The Nominating/Membership Committee will report its recommendation at the next regular meeting. A majority vote of the members present is required to admit a new organization to membership.

#### Section 3-3.

Organizations accepted for membership in KyVOAD will become members for the current calendar year upon receipt of dues. Dues for organizations joining during the year will be prorated in accordance with the dues structure in effect at the time of joining. Annual dues are to be paid by January of every year. All members must pay dues annually to be in good standing. The amount of dues for each category shall be proposed by the Executive Committee and approved by a vote of the membership.

Section 3-4.

Organizations will designate the individual(s) authorized to represent their organization. Designation of the organization representative(s) is entirely up to the organization. If an organization chooses to designate more than one representative, one will be designate as the primary representative and all others will be designated as alternate representatives. Changes in organization representatives are entirely at the discretion of the organization.

Section 3-5.

Each Regular Membership organization, in good standing, shall be entitled to one vote. When a Regular Membership organization has more than one representative present, the designated primary representative shall vote for the organization. If the designated primary representative is not present, a designated alternate may vote for the organization. Associate and Affiliate members shall not be entitled to vote, but shall be entitled to fully participate in all other ways.

Section 3-6.

Any member organization may resign by giving written notice to the Chairperson or Secretary.

**Article IV — Meetings** Section

4-1.

The annual business meeting of KyVOAD shall be scheduled in September of each year, on such date and at such time and place as may be fixed by the general membership. The annual meeting shall include election of officers of KyVOAD and such other business as may properly come before the meeting.

Section 4-2.

A regular meeting shall be scheduled at least quarterly. The annual meeting may take the place of and be counted as one of the required regular meetings and need not follow the agenda specified for a regular meeting.

Section 4-3.

Special meetings of KyVOAD shall be called by the Secretary on the written request of the Chairperson or three members through the Chairperson and Secretary of KyVOAD.

Section 4-4.

Written or electronic notice of the date, time and place of all meetings of the members, including special meetings, shall be mailed or delivered to each member organization by the Secretary at least ten days before each meeting.

Section 4-5.

No quorum shall be required at regular meetings held on the specified date, so long as notice has been provided to each member organization at least ten days prior to the meeting date. At the annual meeting or special meetings, one-third of all Regular Members shall be necessary and sufficient to constitute a quorum for the transaction of business. Unless otherwise provided in these articles, the actions of a majority of the members present at a meeting shall be the actions of KyVOAD.

**Article V — Officers** Section

5-1.

The officers shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer and such other officers as may be authorized by KyVOAD.

Section 5-2. Individual members from any member voluntary organization may be elected as officers. The officers shall serve for a term of two years being elected at the annual business meeting each even numbered year to serve without compensation until the election of their successor. The officers are eligible to succeed themselves, provided that no person may hold the office of Chairperson or Vice-Chairperson for more than two consecutive terms.

Nominees for regular elections will be submitted at the annual business meeting each even numbered year.

Nominees to fill vacancies occurring between annual business meetings will be submitted at the next regular meeting of KyVOAD, following the date on which the vacancy occurred, unless an annual business meeting is held before said regular meeting or at a special meeting called for the purpose of filling such vacancy.

Election of officers is to take place at the annual business meeting each even numbered year. The new officers will take office on January 1 of the year following their election. Records need to be transferred prior to January 1.

Section 5-3.

Resignation, Removal and Vacancies

- a. An officer may resign by submitting his or her resignation in writing to either the chairperson or the secretary at least 30 days prior to the effective date of resignation.
- b. The officers are subject to removal at any meeting of KyVOAD by an affirmative vote of two-thirds of all members of KyVOAD. The Chairperson or Secretary, as the case may be, shall notify an officer of their removal.
- c. Vacancies in any office shall be filled at the next regular meeting or a special meeting called for that purpose.

#### Section 5-4.

The officers shall perform the duties usually associated with their respective offices, including the following:

- a. The Chairperson shall represent KyVOAD on state and national issues, shall preside at all meetings of KyVOAD and the Executive Committee, and shall be a member ex-officio of all committees except the Nominating/Membership Committee. The Chairperson may designate another officer as a member ex-officio of one or more such committees in his/her stead.
- b. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence, shall work with the Chairperson to represent KyVOAD on state and national issues, and shall arrange for the program for each quarterly meeting.
- c. The Secretary shall give notice to members of all meetings of KyVOAD, shall attend and keep records of all meetings of KyVOAD and the Executive Committee, shall transmit copies of the minutes of all meetings of KyVOAD and the Executive Committee to the members thereof, shall maintain the mailing list, shall prepare such reports relating to KyVOAD as may be requested from time-to-time by the Chairperson or the Executive Committee, shall preside in the absence of the Chairperson and Vice-Chairperson, and shall perform such other duties as may be prescribed by KyVOAD or the Chairperson. In the event of the Secretary's absence from any meeting of KyVOAD or the Executive Committee, the Chairperson shall designate another member of KyVOAD or the Executive Committee, as the case may be, to act as the secretary of such meeting.
- d. The Treasurer shall deposit all funds received in a bank approved by the

Executive Committee in an account entitled for KyVOAD. No funds shall be disbursed by the Treasurer from such accounts except pursuant to a decision of KyVOAD at a properly constituted meeting or a decision of the Executive Committee. The Treasurer shall keep an account of all funds received and disbursed and will render a written report to KyVOAD at each regular and annual meeting. The Treasurer will collect the annual membership dues and maintain the membership list. The Treasurer will serve as member of the Finance Committee.

A second/alternate signature will be maintained on KyVOAD accounts. This person may deposit and disburse funds in event of the Treasurer's inability to function. This person shall be approved by the KyVOAD membership.

## **Article VI — Committees**

### Section 6-1.

There shall be three standing committees of KyVOAD: The Executive Committee, the Nominating/Membership Committee and the Finance Committee. Special committees and/or sub-committees may be designated by the Chairperson or Executive Committee.

- The members of all standing committees shall be appointed to serve until the next annual meeting.
- The Nominating/Membership Committee shall have at least three members.
- The Chairperson will be a member ex officio of all committees except that the chairperson shall not be a member of the Nominating/Membership C o m m i t t e e .

### Section 6-2.

A member of a committee may resign by giving written notice of resignation to the Chairperson and the chairperson of the committee.

Appointed members of committees are subject to removal at any meeting of KyVOAD by an affirmative vote of two-thirds of all members present at a meeting of KyVOAD. The Chairperson or Secretary shall notify the chairperson of the committee and the members of the committee of the member's removal.

### Section 6-3.

The Chairperson and Secretary of KyVOAD shall be the chairperson and secretary

of the Executive Committee. The chairperson of all other committees shall be appointed by the KyVOAD Chairperson. The secretary of each committee shall be elected by the committee shall be elected by the committee by its membership.

The chairpersons of each committee may report at each regular and annual business meeting of KyVOAD on all matters considered by the committee since the last regular or annual business meeting, as the case may be.

#### Section 6-4.

Committee meetings may be called by the Chairperson of KyVOAD, the chairperson of the committee, or any two members of the committee by giving at least three days' notice of the date, time and place of the meetings to all members of the committee. A majority of all members of a committee shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which there is a quorum shall be the act of the committee.

#### Section 6-5.

The responsibilities of the standing committees are as follows:

- a. Executive Committee: The Executive Committee shall consist of the current officers, the immediate past KyVOAD Chairperson, and may include one at-large member, selected by the committee members. The Executive Committee will consider all business requiring attention during the intervals between meetings of KyVOAD. In an emergency, the Executive Committee may make decisions to be ratified at the next regular meeting of the membership.
- b. Nominating/Membership Committee:
  - (1) To consider and propose to KyVOAD nominees for officers of KyVOAD;
  - (2) To review organization applications for membership in KyVOAD, determine proper documentation required to evaluate qualifications of applying organizations, and make appropriate recommendations to the membership at the next regular meeting.
  - (3) To consider and propose non-members of KyVOAD for appointment to various committees.

Nominees for regular elections will be submitted at the annual business meeting each even numbered year. Nominees to fill vacancies occurring between annual

business meetings will be submitted at the next regular meeting of KyVOAD, following the date on which the vacancy occurred, unless an annual business meeting is held before said regular meeting or at a special meeting called for the purpose of filling such vacancy. Election of officers is to take place at the annual business meeting each even numbered year. The new officers will take office on January 1 of the year following their election.

Records need to be transferred prior to January 1.

#### **Article VII — Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the KyVOAD in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the KyVOAD may adopt.

#### **Article VIII — Amendments**

Any proposed amendments shall be submitted in writing at least ten days prior to the meeting where the amendment is considered. Amendments to these bylaws may be made by a two-thirds majority vote of regular members present at any regular meeting.

Revised: September 13, 2018