



The Kentucky Chapter of National Voluntary Organizations Active in Disaster
doing business as
Kentucky Voluntary Organizations Active in Disaster

BYLAWS

Adopted unanimously at the Regular Meeting, June 8, 2006.

Bylaws
of
The Kentucky Chapter of 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 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 effective service to people affected by disaster, through cooperation, coordination of efforts, education, and communication at all community levels, including government agencies.

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 state-wide in scope and purpose, non-profit, voluntary, and active in disasters.

b. Associate Membership:

(1) Regional/Community Associate membership is open to coalitions of agencies that are regional or community in scope and purpose, voluntary, and active in disasters. This includes, but is not limited to, Local VOADs in Kentucky.

(2) Provisional Associate membership is open to organizations with a disaster program that do not yet meet the criteria for Regular Membership, but which are working to achieve that status.

(3) Governmental Associate membership is open to governmental agencies that bring resources to the VOAD movement and demonstrate a commitment to support the VOAD mission.

(4) 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 KyVOAD.

c. Affiliate membership is open to individuals affiliated with a Regular Member or Associate organization who are not the designated representative of their organization, but demonstrate a commitment to support the VOAD mission. Applicants for Affiliate participation must secure authorization from their organization

d. Specific criteria for each category of membership are defined in the “KyVOAD Membership Criteria and Application Procedures Policy”, as may be amended from time-to-time.

Section 3-2. Organizations desiring to join KyVOAD shall apply in writing, 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 are to be paid in 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 designated 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 Member organization, in good standing, shall be entitled to one vote. When a Regular Member 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, the recognition of committee members not members 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 or Secretary of KyVOAD.

Section 4-4. Written notice of the date, time, and place of all meetings of the members 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, provided written notice has been mailed to each member organization at least ten days prior to the meeting date. At all other 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 act of a majority of the members present at a meeting shall be the act 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 from any category of membership may be elected as officers. The officers shall be elected at the annual business meeting to serve without compensation until the date of the next annual business meeting. The officers are eligible to succeed themselves; provided however that no person may hold the office of Chairperson for more than two consecutive terms.

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 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, 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 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 shall render such 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 also be a member of the Finance Committee.

ARTICLE VI – COMMITTEES

Section 6-1. There shall be two standing committees of KyVOAD: The Executive Committee, and the Nominating/Membership Committee. Special committees and/or sub-committees may be designated by the Chairperson or Executive Committee.

- a. The members of all committees shall be appointed to serve until the next annual meeting.
- b. The Nominating/Membership Committee shall have at least three members.
- c. The Chairperson will be a member ex officio of all committees except that the Chairperson shall not be a member of the Nominating/Membership Committee.

Section 6-2. A member of a committee may resign by giving written notice of his/her 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 of KyVOAD. The Chairperson or Secretary, as the case may be, shall notify the chairperson of the committee and the member of the committee of the latter'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 from 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 meeting 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 ExCom will consider all business requiring attention during the intervals between meetings of KyVOAD. In any 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 the 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.

(4) Nominees for regular elections will be submitted at the annual business meeting. 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. The new officers will take office upon the transfer of records, but not later than the next regular meeting.

ARTICLE VII – AMENDMENTS

Section 7-1. Any proposed amendments shall be submitted in writing at least ten days prior to the meeting when the amendment is considered. Amendment to these bylaws may be made by a two-thirds majority vote of Regular Members present at any regular meeting.

Adopted unanimously at the Regular Meeting, June 8, 2006.