



Spartanburg County VOAD

BYLAWS 2007

I. Spartanburg County

The name of the organization is the Spartanburg County Voluntary Organizations Active in Disaster (SCVOAD). SCVOAD is the state counterpart to the National Voluntary Organizations Active in Disaster (NVOAD.) The Jurisdiction is the County of Spartanburg.

II. Mission

SCVOAD is a humanitarian association of independent voluntary organizations who may be active in all phases of disaster. Its mission is to foster efficient, streamlined service delivery to people affected by disaster, while eliminating unnecessary duplication of effort, through cooperation in the four phases of disaster: preparation, response, recovery, and mitigation.

III. Overview

SCVOAD is not a competing or exclusionary organization. SCVOAD is intended to be a network for organizations active in disaster. Each SCVOAD member organization will maintain its own identity and independence while closely collaborating with other SCVOAD member organizations, inter-faiths, and local, state, or federal authorities.

SCVOAD accomplishes its mission by adhering to the following principles:

- *Cooperation:* Foster cooperation among SCVOAD member organizations at all levels and in all phases of disaster
- *Coordination:* Coordinate the development of SCVOAD policies and procedures, and, the implementation of services among SCVOAD member organizations. SCVOAD may also provide links to state, national and international disaster relief organizations. **SCVOAD serves as advocate and liaison between member agencies and Spartanburg County.**
- *Communication:* Exchange and disseminate information among SCVOAD member organizations and the public, as well as local, state and federal agencies, in conjunction with the individual SCVOAD members.
- *Collaboration:* We dedicate ourselves to work together to achieve specific goals and to undertake specific projects at disaster sites. We form partnerships during the disaster response.

- Education - providing training and increasing awareness and preparedness in each organization.
- Leadership Development - giving volunteer leaders training and support so as to build effective state VOAD organizations.
- Mitigation - supporting the efforts of federal, state, and local agencies and governments and supporting appropriate legislation.
- Convening Mechanisms - putting on seminars, meetings, board meetings, regional conferences, training programs, and local conferences.
- Outreach - encouraging the formation of and giving guidance to state and regional voluntary organizations active in disaster relief.

IV. Membership

A. Categories of Membership

1. Partner – Organizations, which meet all of the following criteria, are eligible for the Partner category of membership in the SCVOAD .
 - Organizations with voluntary memberships and constituencies
 - Organizations must have a disaster response program and policy for commitment of resources to meet the needs of people affected by disaster without discrimination
 - Organizations must be countywide in scope.

2. Associate – The Associate category of membership may be granted to organizations, government agencies, or businesses with disaster planning and operations responsibilities or capabilities that do not meet all of the criteria for Partner membership and:
 - Have a disaster response program and policy for commitment of resources to meet the needs of people affected by disaster without discrimination.
 - Need not be statewide in scope

B. Conditions of Membership

- Meet the membership criteria of the SCVOAD
- Agree with the mission of the SCVOAD
- Have an authorized representative at SCVOAD business and special meetings.

C. Membership Application Procedures

1. Organizations requesting membership will apply by letter to the SCVOAD describing their intended commitment to the SCVOAD. Candidate organizations are encouraged to attend SCVOAD meetings during the pendency of their application.
2. The SCVOAD Executive Committee (EC) will determine category eligibility of the candidate organization using the SCVOAD bylaws and present the application for discussion at the next business meeting.

3. The Authorized Member Organizational Representatives (AMORs) will vote after the application is presented and discussed to extend or deny an offer of membership to the candidate organization.

D. Responsibilities of Membership –

1. The leadership of a SCVOAD member organization must be committed to sending knowledgeable and authoritative representatives to attend SCVOAD meetings.
2. The AMOR must have access to the resources of their organization to serve the needs of disaster victims. SCVOAD member organizations are encouraged to designate one alternate AMOR (AAMOR) to attend SCVOAD meetings.
3. The leadership of a SCVOAD member organization shall designate the primary representative and one alternate representative in a letter to the CEC. Routine changes are made no later than thirty days prior to the next business meeting.
4. An AMOR who misses 50 percent of the business and special meetings in a twelve-month period shall receive a reminder letter from the Executive Secretary. A copy of the reminder letter shall be sent simultaneously to the leadership of the AMOR's organization.
5. The reminder letter shall state the importance of each organization's participation and shall request a statement as to the intentions of the AMOR as well as that of their organization to actively participate in the future.
6. If the organization or the AMOR fails to respond to the reminder letter within thirty days or accumulates two additional unexcused absences in the next twelve-month period, the Executive Secretary shall recommend a vote to reduce, or, terminate the status of the organization.

E. Termination of Membership – An organization's membership may be terminated by:

1. SCVOAD member organizations may voluntarily withdraw by submission of a letter of separation to the EC.
2. Membership may be terminated at any time for any reason by a four-fifths formal vote.
3. Consistent failure to meet the conditions and responsibilities of membership.

V. **Meetings** –

The meetings of the SCVOAD shall be guided by the *Democratic Rules of Order*, (Francis, Seventh Ed.) except as otherwise provided for in these bylaws. SCVOAD business meetings are open to the public.

A. Business Meetings

1. Business meetings will be held a minimum of four times a year on a schedule set by the SCVOAD
2. The cycle of business meetings for a sitting body of representatives from the SCVOAD member organizations shall last two years.

3. Written notice, including a meeting agenda, shall be sent to all members prior to any business meeting.
4. The AMOR has voice for and votes for his/her organization at business meetings. Other representatives from the same organization have voice, when recognized by, and, at the discretion of the Chair. The intent is that there be a reasonable exchange of ideas in a timely fashion without monopoly by multiple representatives of a single agency.

B. Emergency Meetings

1. Emergency meetings to meet the needs of disaster events (or drills) can be called at any time by the EC with minimal notice
2. Teleconferencing is an option for emergency meetings to facilitate the work of the SCVOAD
3. Emergency meetings are open to members and those agencies with specific response & recovery responsibilities that concern CTVOAD members.

C. Committee Meetings

1. Committee meetings are limited to committee members
2. Technical advisors may attend committee meetings at the request of the chairperson

VI. Officers

Officers are nominated at the seventh business meeting and voted in the last meeting of the last quarter of the odd year. Their term of office begins with the first meeting of the next cycle of business meetings. Officers must be Partner Member AMORs. Individuals not organizations are elected. Any member of the SCVOAD may nominate officers. Nominations must be seconded to be accepted. A list of the accepted nominees must appear on the agenda for the last meeting of the last quarter of the odd year. These officers are elected by the membership of the SCVOAD. No single agency will be allowed to hold more than one officer position. When an officer's position is vacated the Chairperson shall call for nominations and an election within the next business meeting to serve the unexpired term. The EC consists of the following officers.

- A. **Chairperson** (may not serve more than two consecutive cycles)
Function: presides at meetings, acts as spokesperson and represents SCVOAD, delegates tasks as pertains to SCVOAD business, convenes meetings and provides leadership. Nominates committee members to be voted on by the EC. The Chairperson with the consent of the voting membership may engage in external contracts.
- B. **Vice-Chairperson** (may not serve more than two consecutive cycles)
Function: Acts on behalf of the chair in the absence of or at the request of the Chairperson and maintains financial records of the SCVOAD.
- C. **Secretary**
Function: Maintains organizational records, makes notifications, keeps minutes of meetings.

VII. Standing Committees

The following Standing Committees will be appointed per the bylaws. Committees shall be representative of the SCVOAD member organizations.

Standing Committees to be determined.

VIII. Voting

1. Each Partner organization is entitled to one vote
2. Voting by proxy shall not be permitted.
3. Members present at a properly noticed meeting shall constitute a quorum to do business.
4. All voting except as otherwise provided for in these bylaws shall pass by simple majority vote.
5. All votes (formal or consensus reached) will be recorded in the meeting minutes
6. An individual or AMOR may represent more than one organization however an individual/AMOR has one vote regardless of the number of organizations he/she may represent.

IX. Amendments

1. Amendments to these bylaws may be made by a two-thirds majority vote. Amendments must be moved and seconded at a properly noticed business or special meeting to be voted on at the following business meeting.