BYLAWS

OF

THE COLORADO CHAPTER OF

NATIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

ARTICLE I

NAME

Section 1-1: The name of this organization is The Colorado Chapter of National Voluntary Organizations Active in Disasters hereinafter referred to as COVOAD.

ARTICLE II

PURPOSE

The purpose of COVOAD is to network voluntary organizations active in disasters in order to encourage more effective service to people affected by disaster in the State of Colorado, through cooperation, coordination of efforts, education and communication at all community levels, and to promote effective relationships with local, state and federal agencies.
ARTICLE III

Section 3-1: The membership of COVOAD shall consist of the following:

(a) Regular members: Voluntary, non-profit organizations electing to join COVOAD may become regular, members upon submission of an application and signing the COVOAD membership agreement. (Attached as Appendix A) Organizations that are currently voting members of National VOAD that have offices in Colorado will automatically become COVOAD members. Organizations with statewide or regional missions will be encouraged to join COVOAD. Organizations with local missions will be encouraged to become members of local VOAD organizations where present. Any number of organization personnel from a COVOAD member organization may attend regular and annual meetings with the provision that each agency will have only one vote. There shall be no limit of members in the regular member category.

(b) Associate members: Members of government, private industry, or other organizations may be approved for associate membership, for which dues will not be assessed. Any number of organizational personnel may attend regular and annual meetings with the provision that associate member agencies will have no voting rights. They will have full opportunity to participate in any and all discussions.

(c) The Executive Committee may establish a proposed dues structure and procedures for collection of dues as deemed necessary. The COVOAD membership will vote on the proposal at a regular membership meeting. Should dues be established, regular membership periods will run from Jan 1-Dec 31. Organizations should pay dues by April 30 of each year to maintain their voting membership status. Member organizations who fail to pay dues may continue as non-voting Associate members.
(d) LOCAL VOAD Representatives: Each local VOAD that has signed the cooperative agreement and has been accepted as an affiliate by COVOAD will have one voting membership at COVOAD. Each local VOAD will designate an official liaison and one or more alternates to COVOAD meetings.

(e) Membership List: The COVOAD board will provide, at least annually, a current list of regular and associate members.

(f) No individual shall have more than one vote per issue at a meeting of COVOAD.

(g) Membership List: The Secretary of COVOAD will maintain a list of current regular (voting) members at any regular or special meeting. The COVOAD Secretary will provide, at least annually, a current list of regular and associate members.

Section 3-2: Any member or representative may resign by giving written notice of their resignation to the Chairperson. Any member or representative is subject to removal by an affirmative vote of two-thirds of all of the regular members of COVOAD present utilizing the following procedure: Written request for removal shall be sent to the Chairperson and Secretary, signed by at least three COVOAD member agencies. The Secretary shall forward the written notice of the motion for removal to the member or representative by certified mail and a discussion and vote will be scheduled for a regular meeting or a special meeting, provided that 30 days notice is provided to all members.

Section 3-3: A local VOAD may become a member of COVOAD by submitting a written application to COVOAD, to include

- A signed cooperative agreement (attached as appendix A)
A brief description of the organization, including membership and key contact information

A draft of the Local VOAD Emergency Operations Plan in its current state of development

A local VOAD may lose official recognition from COVOAD upon:

• A voluntary request from that Local VOAD

• A motion submitted to the COVOAD Chairperson and Secretary from three COVOAD members (including local VOAD members) requesting a vote for withdrawal of local VOAD recognition.

• The Secretary shall forward the written notice of the motion for removal to the local VOAD in question by certified mail and a discussion and vote will be scheduled for a regular meeting or a special meeting, provided that 30 days notice is provided to all members

• Once a Local VOAD has been deactivated, COVOAD will notify National VOAD of this decision.

ARTICLE IV

MEETINGS

Section 4-1: The annual business meeting of COVOAD is for the election of officers of COVOAD, for the recognition of members, to determine annual goals and a budget, and for such other business as may properly come before the meeting. The meeting shall be held each year, on such date and at such time and place as may be fixed by the general membership.
Section 4-2: A regular meeting of COVOAD shall be held at least quarterly except in the month of an annual business meeting.

Section 4-3: Special meetings of COVOAD shall be called by the Secretary on the written request of the Chairperson, Executive Committee or three members of COVOAD.

Section 4-4: At all meetings, a majority of all members present 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 having a quorum shall be the act of COVOAD. A member organization may designate an alternate to vote in the absence of their regular representative.

Section 4-5: Written notice of the date, time and place of all meetings of the members shall be delivered by mail or email to each member by the Secretary or designate at least seven days before each meeting.

Section 4-6: The order of business at any meeting, unless waived by COVOAD, shall follow Robert’s Rules of Order.

Section 4-7: Participation by telephone or other electronic means shall constitute participation by a member agency of COVOAD.

ARTICLE V

OFFICERS
Section 5-1: The officers shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The officers shall be elected at the annual business meeting by the regular members to serve without compensation for a two year term. The officers are eligible for re-election for not more than three successive terms in the same position. An officer may resign by submitting their resignation in writing to either the Chairperson or the Secretary. Any officer is subject to removal at any meeting of COVOAD by an affirmative vote of two-thirds of all the members present of COVOAD, using the following process. A motion for removal may be filed with the Secretary, signed by at least three regular member agencies. The Secretary shall schedule a vote at a regular or special meeting, provided that the membership is given at least 30 days notice concerning the vote. The Executive Committee shall notify the officer in question of a motion for removal by certified mail and of the date for the vote on this issue. The Secretary shall notify an officer of their removal if so voted. Vacancies in any office shall be filled for the unexpired term by COVOAD at its next regular meeting or may be filled at a special meeting called for that purpose.

Section 5-2: The officers shall perform the duties usually associated with their respective offices, including the following:

(a) The Chairperson shall preside at all meetings of COVOAD and the Executive Committee and shall be a member ex officio of all committees except the Nominating Committee. The Chairperson may designate another officer as a member ex officio of one or more such committees in their absence. The COVOAD Chairperson shall be the official liaison to National VOAD.

(b) The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence, and the Secretary-Treasurer in the absence of the other presiding officers.
(c) The Secretary shall give notice to members of all meetings of COVOAD, shall attend and keep records of all meetings of COVOAD and the Executive Committee, shall transmit copies of the minutes of all meetings of COVOAD and the Executive Committee to the members thereof, shall maintain the membership list, shall prepare such reports relating to COVOAD as may be requested from time to time by the Executive Committee, and shall perform such other duties as may be prescribed by COVOAD or the Chairperson. In the event of the Secretary's absence from any meeting of COVOAD or the Executive Committee, the Chairperson shall designate another member of COVOAD or the Executive Committee, as the case may be, to act as the Secretary of such meeting.

(d) The Treasurer or designate shall deposit all funds received in a bank designated by the Executive Committee. No funds shall be disbursed by the Treasurer from such accounts except pursuant to a power of attorney given by COVOAD, or by-check countersigned by the Chairperson or the Vice-Chairperson. The Treasurer shall keep an account of all funds received and disbursed and shall render to COVOAD at each regular and annual business meeting. The Treasurer will collect annual dues to be determined by the Executive Committee.

ARTICLE VI

COMMITTEES

Section 6-1: There shall be three standing committees of COVOAD, including the Executive Committee, Nominating Committee, and the Training/Annual Conference Committee. Special
committees and/or subcommittees may be designated from time to time pursuant to resolutions of COVOAD. The COVOAD Chairperson shall appoint all committee chairpersons.

Section 6-2: The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. One alternate to the Executive Committee should be designated by the Executive Committee, to serve should any member be unavailable on an extended basis.

Section 6-3: Any committee, other than the Executive Committee, may have members who are not regular representatives of a member organization of COVOAD. The Chairperson will be member ex-officio of all committees, except that the Chairperson shall not be a member of the Nominating Committee. A member of a committee may resign by giving written notice of his/her resignation to the COVOAD Chairperson and the Chairperson of the committee. Committee chairpersons shall be responsible for the recruitments and removal of committee members.

Section 6-4: The Chairperson and Secretary-Treasurer of COVOAD shall be the Chairperson and Secretary-Treasurer of the Executive Committee. The Chairperson of all other committees shall be appointed annually by the COVOAD Chairperson. The Secretary of each committee shall be elected by the committee from its membership. The Chairperson of each committee must report at each regular and annual business meeting of COVOAD on all matters, including submission of a budget, considered by the committee since the last regular or annual business meeting.

Section 6-5: Committee meetings may be called by the Chairperson of COVOAD, the Chairperson of the committee or any two members of the committee by giving at least two days' notice of the date, time and place of the meeting to all members of the committee. A majority of
all of the members present of a committee shall constitute a quorum for the transaction of business. Committees may meet in person, by telephone or by email.

Section 6-6: The responsibilities of standing committees are as follows:

(a) Executive Committee: To consider all business requiring attention during the intervals between meetings of COVOAD. In any emergency, the Executive Committee may make decisions to be ratified at the next regular meeting of the membership. The Executive Committee may meet in person, by phone or through email.

(b) Nominating Committee: To consider and propose to COVOAD, nominees for officers of COVOAD. Nominations for officer positions will be submitted at the annual business meeting. Nominations at each election will be accepted from the floor as well. Nominees must agree to the nomination, but do not have to be present to be elected. Nominees to fill vacancies occurring between annual business meetings will be submitted at the next regular meeting of COVOAD following the date on which the vacancy occurred, or at a special meeting called for the purpose of filling such vacancy.

(c) Training & Annual Conference Committee: This committee will serve to facilitate training opportunities for COVOAD members, coordinate COVOAD participation in the annual OEM conference, and plan the annual COVOAD Conference (if applicable).

ARTICLE VII

FINANCES

Section 7-1: Operating funds and capital funds raised locally and approved for immediate use shall be deposited and disbursed as provided above in Section 5-2(d).
Section 7-2: Neither COVOAD nor any of its officers or committees has power or is authorized (1) to own or hold title to property of any kind for any purpose, all property, real and personal, devoted to or received for the benefit of COVOAD activities, being owned by COVOAD; (2) to sell or otherwise dispose of any property of COVOAD or to invest any funds intended for use in COVOAD activities; (3) to accept, execute or deliver any document in the name or on behalf of COVOAD except as expressly authorized in writing by COVOAD, such documents, including those relating to litigation, gifts, bequests, trusts or contracts, being required to be transmitted to the Executive Committee for appropriate action.

Section 7-3: The proposed budgets prepared by the Executive Committee shall be submitted to COVOAD for appropriate review and approval.

ARTICLE VIII

Section 8-1: Amendments to these articles of organization must be distributed at least thirty (30) days prior to the next scheduled meeting or a special meeting called for the purpose of voting on the amendments. Two-thirds of the membership present is required to pass an amendment. A special session may be called by the Executive Committee or by three fourths of the membership.

Accepted by the COVOAD membership on May 26, 2004
COLORADO VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER – COVOAD

COOPERATIVE AGREEMENT BETWEEN A LOCAL VOAD AND THE

COLORADO STATE VOAD.

Local VOAD Name: ________________________________________________________________

The above named LOCAL Voluntary Organizations Active in Disaster (VOAD) is applying for association with the Colorado State VOAD and in doing so pledges with Colorado State VOAD to uphold the Mission Statement of the National Voluntary Organizations Active in Disaster (NVOAD).

NVOAD Mission Statement

NVOAD is a consortium of recognized national voluntary organizations active in disaster relief. Its mission is to foster more effective service to people affected by disasters. NVOAD and other associated VOADs support and facilitate the delivery of disaster services by their members. They do not themselves deliver response and recovery services. Member organizations support the efforts of federal, state, and local agencies and governments.

NVOAD bases its mission on these four values:

Cooperation. By this we mean that we need each other that no member organization has all the answers for the challenges we face. We treat members as partners.

Communication. Here we mean the regular sharing of information about our member organizations—their capacities, accomplishments, and commitments. We try to maintain good channels for sharing information, listen carefully to each other, and deal openly with concerns.

Coordination. We commit ourselves to work together and not competitively toward our goal of effective service to disaster victims. We seek to match services to need. Through planning and preparation, we equip our organizations to behave in a coordinated fashion in time of disaster.

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.

NVOAD Logo: "Uniqueness of diversity funneled into a cooperative goal while maintaining individual identity."

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Additionally, the LOCAL VOAD:

1) Accepts the purpose and program of COVOAD and subscribes to the same principles of membership for the National VOAD organization.

2) Accepts the COVOAD structure as a model for our organization and wish to use the NVOAD logo for identification purposes.

3) We have adopted a corresponding set of principles and plan of organization and submit a copy to COVOAD with this agreement.

4) We seek recognition as a local VOAD and an opportunity to share in the purposes and programs of COVOAD and NVOAD. As funds permit we will participate in annual leadership and state conferences and other meetings and share with COVOAD the responsibilities and obligations for such programs.

5) We accept our responsibility to maintain and provide COVOAD with a copy of our local VOAD membership roster. That roster will include participating organizations and designated representative(s) including title, address, phone, mobile phone, fax numbers, and e-mail addresses. We agree to keep COVOAD advised of changes.

6) As a local VOAD we will prepare and provide COVOAD with a copy of our local VOAD disaster response plan.

7) We as a local VOAD understand that this is a three-year agreement effective __________ and scheduled to be renewed on _____________________.

__________________________________________  ______________________
Local VOAD Chairperson                        Date

__________________________________________  ______________________
Witness                                       Date

STATE COVOAD ACTION:
BY:                                             Date:

Note: Attach copy of Local VOAD disaster response plan (in its current form), membership roster with contact information and name of principle representative and two alternates to State COVOAD. Route to State COVOAD Secretary for permanent file.