

MARYLAND VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER BYLAWS
(MDVOAD)

Article I **Name and Relationship**

Section A The name of this organization is the Maryland Voluntary Organizations Active in Disaster (MDVOAD). MDVOAD is a state counterpart of the National Voluntary Organizations Active in Disaster (NVOAD)

Section B The business address shall be:

Maryland VOAD
6400 Baltimore National Pike, # 162
Baltimore, MD 21228

Section C The entire state of Maryland shall be included in MDVOAD

Article II **Purpose**

The purpose of this organization shall be to bring together voluntary organizations that are active in disaster services to foster a more effective response to the people of Maryland in times of disaster through:

- Cooperation (creating a climate for cooperation, information, and meeting together).
- Coordination (fostering a common understanding and providing a liaison with public offices).
- Communication (publishing and disseminating information).
- Education (increasing mutual awareness and understanding of each organization and encouraging effective disaster relief preparation).
- Convening mechanisms (arranging meetings, conferences, and training, as necessary).
- Mitigation (advocate the adoption of mitigation policies throughout the State).
- Outreach (encourage all eligible organizations to participate).

MDVOAD seeks to ensure the availability of needed services and to encourage uniform, impartial provision of these services

Article III **Memberships**

Section A MDVOAD is an umbrella organization of existing agencies active in disaster response within the state of Maryland. Each member organization maintains its own identity and independence yet works closely with other organizations to improve service and eliminate unnecessary duplication. MDVOAD is not intended to be a competing agency.

Section B There are four levels of membership.

1. Organizations eligible for **Full Membership** are those with not-for-profit structures; those qualified under the Internal Revenue Code 501 (c) 3, with a stated policy of commitment of resources, without discrimination, to meet the needs of people affected by a disaster, and whose parent organization is a member of the NVOAD.
2. Not-for-profit organizations that fit the above criteria but do not have a parent organization in the National VOAD including Government agencies active in disaster will be eligible to become **Associate Members**.
3. Corporations that have offices in Maryland and are interested in participating in disaster preparedness and response through donations of in-kind equipment, financial aid and volunteers are eligible to become **Affiliate Members**.
4. When county or local agencies active in disaster come together to form a local umbrella organization with the spirit of MDVOAD they would be eligible to become **Sub-VOAD members**.

Section C Memberships in MDVOAD shall be open to, but not limited to, one representative from each of the organizations listed above. Any number of representatives may attend regular and annual meetings, with voice, with the provision that each member organization shall have only one (1) vote. Due to the uniqueness of Maryland's geography organizations eligible for Full Membership might be structured with more than one conference, district or region within the state. Each conference can apply for Full Membership

Section D Member organizations shall be assessed annual dues to help cover the costs of operation, i.e. postage, printing, WEB access and other administrative cost as determined by the executive committee. Such dues shall be based on the membership status as listed below. Adjustment to the dues structure shall follow the provisions set forth for amendments to these bylaws.

1. Full Members: **\$150**
2. Associate Members: **\$100**
3. Affiliate Members: **No dues**, but are expected to give in-kind donations in the event of a disaster.
4. Sub-VOADs (Local VOAD's): **No Dues**

Section E Membership shall be contingent upon conditions specified in above paragraphs of these articles and other such criteria as established by MDVOAD from time to time.
Membership applications shall be secured by the MDVOAD secretary and voted on at the following quarterly meeting.

Article IV Meetings

Section A There shall be a minimum of four regular business meetings of MDVOAD per calendar year. The final regular meeting of the calendar year shall be deemed to be the annual meeting of MDVOAD. The annual meeting shall include of the agenda the election of officers, and the goals and budget for the next year.

Special meetings of MDVOAD may be called by action of the executive committee or by written request to the Executive Committee signed by two-thirds of the full membership.

Section B All member organizations shall receive written notice (mailed, faxed, or emailed) at least two (2) weeks prior to any regular or annual meeting. The written notice shall constitute proper notice for the conduct of business at any regular or annual meeting. Each member organization has one (1) vote regardless of the number of persons representing that organization.

Section C Decisions on any question at a meeting of MDVOAD shall be by majority vote of the member organizations present and/or voting. Proxy votes will be accepted at the discretion of the Executive Committee.

Meeting site and date may be decided as a final act of business at each current meeting or delegated to the decision by the MDVOAD Executive Committee if no consensus is reached.

Section D Unless otherwise stated in the bylaws, Robert's Rules of Order shall be considered the general rules for the conduct of the meetings.

Section E Minutes shall be taken by the MDVOAD secretary or a member designated by the chair in the secretary's absence. Said minutes shall be distributed by mail and approved at the next regular meeting.

Article V Function in Disaster

The MDVOAD represented by its chair or his/her designee shall carry out the activities of the organization as exhibited in the "Disaster Response Plan", which is an attachment of this document.

MDVOAD will have a representative at the State EOC when it is activated.

Article VI Standing Committees

Section A At any time, several committees may be functioning to handle various tasks. These may include, but are not limited to: Nominating Committee, Corporate Partnerships, Long-Term Recovery, and Donations Management. The chairs of these committees will be part of the Executive Committee.

Article VII Elected Officers and Executive Committee

Section A The Executive Committee shall consist of four (4) persons elected from the voting membership. They shall be the chair, the vice-chair, and the secretary/treasurer, as well as the immediate past chair. In as much as possible, there shall be a representative from four (4) different organizations. In addition to the elected officers, the chairpersons of the standing committees and the MEMA liaison shall be part of the Executive Committee.

Section B The Executive Committee shall have the power to fill vacancies which may occur within the Executive Committee between annual meetings.

Section C The term of office for the chair, vice-chair, and secretary/treasurer is one year with a maximum of two consecutive terms.

Section D The Executive Committee shall meet when called by the chair as necessary to conduct business or by any two other members of the Executive Committee.

Section E The Executive Committee shall have the power to act for MDVOAD between regular meetings within the adopted guidelines of the organization.

Article VIII Budget and Finance

Section A MDVOAD is an umbrella organization of existing agencies. Any funds collected shall be used to meet the administrative expenses of the organization.

Section B MDVOAD funds can be withdrawn by proper signatures of two elected officers.

Article IX Amendments

Section A Proposed amendments to these bylaws and a proxy form must be distributed to Full Members and Associate Members by certified mail, confirmed fax, or confirmed email no less than two weeks prior to a meeting at which the amendments shall be considered.

Section B Amendments to these bylaws may only be made by a two-thirds (2/3) majority vote of all Full and Associate Members present and/or sending in proxy votes.

Formally adopted and approved at _____, _____

This _____ day of _____, 20__

Attest:

Chair, MDVOAD

Secretary/Treasurer, MDVOAD