

**Kalamazoo County Voluntary Organizations Active In Disaster  
(KCVOAD)  
Bylaws**

**Article I        NAME AND RELATIONSHIPS**

- Section A        The name of this organization is the Kalamazoo County Voluntary Organizations Active in Disaster, hereafter referred to as KCVOAD. KCVOAD is a local adaptation of the Michigan Voluntary Organizations Active in Disaster, hereafter referred to as MIVOAD.
- Section B        The business address will be as established from time to time by the Executive Committee.
- Section C        The entire county of Kalamazoo will be included in KCVOAD; and reference to Kalamazoo is meant to include all of the 24 local units of government within the boundaries of the county of Kalamazoo.

**Article II        PURPOSE**

The purpose of KCVOAD shall be to bring together voluntary organizations active in disaster services in order to foster more effective support to the people of Kalamazoo in times of disaster through:

1. Communication (enhancing the mechanism for sharing information and building effective working relationships)
2. Cooperation (creating a climate for cooperation, information, and meeting together)
3. Coordination (fostering a common understanding and providing a liaison with public offices)
4. Education (increasing mutual awareness and understanding of each organization)
5. Convening Mechanisms (arranging meetings, conferences, and training as necessary)
6. Legislation (encouraging effective disaster relief legislation, policy, and process improvement)

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

**Article III       MEMBERSHIPS**

- Section A        KCVOAD is intended to be an umbrella organization consisting of existing agencies. Each member organization maintains its own identity and independence, yet works cooperatively with other agencies to improve services and eliminate unnecessary duplication of efforts during times of crisis and need.

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- Section B Organizations eligible for membership are those with not-for-profit structures that are qualified under the Internal Revenue Service Regulation 501(c), with a stated policy of commitment of resources to meet the needs of people affected by a disaster without discrimination.
- Section C Interested government agencies, both local and State, may maintain an associate membership without vote, except that such an associate member may be elected to serve on the Executive Committee, where said member would have the same voting rights as other members of the Executive Committee.
- Section D Membership in KCVOAD may include representation by each of the organizations present in the State who are members of the MIVOAD providing said agency would normally be expected to serve in Kalamazoo. Additional voluntary organizations in Michigan may be accepted as approved by the membership. Any number of representatives may attend regular and annual meetings, with voice, with the provision that each member organization will have only one vote.
- Section E Membership will be contingent upon conditions specified in the above paragraphs and other such criteria as established by KCVOAD.
- Section F There are no dues collected for this organization.
- Section G Membership in KCVOAD is limited to organizations and representatives of organizations who agree and abide by the following Principal Commitments:
1. The Humanitarian imperative comes first.
  2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
  3. Aid will not be used to further a particular political or religious standpoint.
  4. We shall endeavor not to act as instruments of government foreign policy.
  5. We shall respect culture and custom.
  6. We shall attempt to build disaster response on local capacities.
  7. Ways shall be found to involve program beneficiaries in the management of relief aid.
  8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.

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9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

**Article IV MEETINGS**

- Section A There shall be a minimum of three regular business meetings of KCVOAD each calendar year. The annual meeting will take place coincident with one of the regular meetings.
- Section B Electronic notice, sent five or more workdays in advance, shall constitute proper notice for the conduct of business at any regular or annual meeting.
- Section C Decisions on any question at a meeting of KCVOAD shall be by majority vote of the member organizations present and voting. Meeting site and date may be decided as a final act of business at each current meeting or delegated to the decision of the KCVOAD officers.
- Section D Unless otherwise stated by the Bylaws, Roberts Rules of Order (Newly Revised 10<sup>th</sup> Edition) shall be considered the general rules for the conduct of business.
- Section E Minutes will be taken by the KCVOAD Secretary or a member designated by the chairperson in the Secretary's absence. Said Minutes shall be distributed by electronic means no later than one business day prior to the next regular meeting.

**Article V NOMINATIONS**

- Section A A Nominating Committee shall consist of three persons appointed by the Chairperson, or designated chair, at a regular meeting of KCVOAD.
- Section B The Nominating Committee shall serve only until an election has taken place.

**Article VI EXECUTIVE COMMITTEE**

- Section A An Executive Committee shall consist of four persons elected by the voting membership.

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- Section B      The term of office is two years, with two members elected each year – except for the first election where four members are elected. Immediately following the election, the Executive Board will determine two members who will serve for a shortened one-year term. The election held at the second year will then result in an election of two members who would then serve a two-year term, thereby establishing an election each subsequent year for two members of the Executive Committee.
- Section C      The Executive Committee shall have the power to fill any vacancy which may occur between annual meetings.
- Section D      The Executive Committee shall elect from its own members a Chairperson, Vice-Chair, Secretary, and one at-large member.
- Section E      The Executive Committee shall meet when called by the Chairperson as necessary to conduct business or by any two other members of the Executive Committee.
- Section F      The Executive Committee shall have the power to act for KCVOAD between regular meetings within the adopted guidelines of the organization.
- Section G      The Chairperson, or person designated by the Chairperson, shall serve as Public Relations Officer.

**Article VII      BUDGET AND FINANCE**

- Section A      KCVOAD is not a fund-raising or disbursing organization. No funds will be collected to meet the administrative expenses of the organization.

**Article VIII      AMENDMENTS**

- Section A      Proposed amendments shall be distributed by mail, or electronic means, prior to the meeting at which the amendments will be considered. Mailed distribution shall be at least two weeks in advance; and electronic mail shall be at least five workdays prior to the meeting.
- Section B      Amendments to these Bylaws may be made by a two-thirds majority vote of the member organizations present at any regular meeting.

Proposed for review and discussion on March 1, 2007. Adopted by vote on May 4, 2007.