

DALLAS COUNTY
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER
BYLAWS 2004
(Revision adopted April 13, 2011)

I. Name and Jurisdiction

The name of the organization is the Dallas County Voluntary Organizations Active in Disaster. Dallas County VOAD is the local counterpart to the Texas Voluntary Organizations Active in Disaster (TXVOAD.) and National Voluntary Organizations Active in Disaster. The Jurisdiction is the County of Dallas, Texas.

II. Mission

Dallas County VOAD 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

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

Dallas County VOAD accomplishes its mission by adhering to the following principles:

Cooperation: Foster cooperation among Dallas County VOAD member organizations at all levels and in all phases of disaster

Coordination: Coordinate the development of Dallas County VOAD policies and procedures, and, the implementation of services among Dallas Area County_member organizations. May also provide links to state, national and international disaster relief organizations. Serves as advocate and liaison between member agencies and governmental authorities.

Communication: Exchange and disseminate information among Dallas County member organizations and the public, as well as local, state and federal agencies, in conjunction with the individual Dallas County VOAD 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.

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

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 Dallas County VOAD.
 - ❑ Organizations with voluntary memberships and constituencies, which are not-for-profit, that is those qualified under the IRS Code as 501c3.
 - ❑ 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 county wide 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 county wide in scope.

B. Conditions of Membership

- ❑ Meet the membership criteria of the Dallas County VOAD
- ❑ Agree with the mission of the Dallas County VOAD
- ❑ Have an authorized representative at Dallas County VOAD business and special meetings.

C. Membership Application Procedures

1. Organizations requesting membership will apply by letter to the Dallas County VOAD describing their intended commitment to the Dallas County VOAD. Candidate organizations are encouraged to attend Dallas County VOAD meetings during the pendency of their application.

2. The Dallas Area Executive Committee (EC) will determine category eligibility of the candidate organization using the Dallas County VOAD 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 Dallas County member organization must be committed to sending knowledgeable and authoritative representatives to attend Dallas County meetings.
2. The AMOR must have access to the resources of their organization to serve the needs of disaster victims. Dallas Area member organizations are encouraged to designate one alternate AMOR (AAMOR) to attend Dallas County VOAD meetings.
3. The leadership of a Dallas County 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 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 Secretary shall recommend a vote to reduce, or, terminate the status of the organization.

B. Termination of Membership

An organization's membership may be terminated by:

1. Dallas County VOAD 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 of the Partner membership.
3. Consistent failure to meet the conditions and responsibilities of membership.

V. Meetings —

The meetings of the Dallas County VOAD shall be guided by the Robert's *Rules of Order*, except as otherwise provided for in these bylaws. Dallas County VOAD 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 Dallas County VOAD.
2. The cycle of business meetings for a sitting body of representatives from the Dallas County 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 is 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 Dallas County VOAD.
3. Emergency meetings are open to members and those agencies with specific response & recovery responsibilities that concern Dallas County VOAD 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 and voted on at the first business meeting of the year. Their term of office begins at the conclusion of the election meeting. **Officers must be an Associate or Partner Member AMORs.** Individuals not organizations are elected. Any member of the Dallas County VOAD 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 Dallas County VOAD. No single agency will be allowed to hold more than one officer position. When an officer's position is vacated the President shall call for nominations and an election within the next business meeting to serve the un-expired term. The EC consists of the following officers.

A. **President**

Function: presides at meetings, acts as spokesperson and represents Dallas County VOAD, delegates tasks as pertains to Dallas Area business, convenes meetings and provides leadership. Nominates committee members to be voted on by the EC. The President with the consent of the voting membership may engage in external contracts.

B. **Vice-President/Treasurer**

Function: Acts on behalf of the President in the absence of or at the request of the President and maintains financial records of the Dallas County VOAD.

C. **Secretary**

Function: Maintains an organizational record, makes notifications, and keeps minutes of meetings.

VII. Standing Committees

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

Standing Committees to be determined.

VIII. Voting

1. Each Partner Member organization is entitled to one vote.
2. Voting by proxy shall not be permitted.
3. One third of voting members, including a presiding officer 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.