

# **By-Laws of the Indiana Voluntary Organizations Active in Disaster (INVOAD)**

## **Article I Name and Relationships**

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

Section B. The business address of the INVOAD will be designated by the president.

Section C. The entire state of Indiana will be included in (INVOAD).

## **Article II Purpose**

The purpose of this organization shall be to bring together voluntary organizations active in disaster services to foster more effective response to the people of Indiana 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)
- Convening Mechanism (arranging meetings, conferences, and training as necessary)
- Legislation (encouraging effective disaster relief legislation and policy)

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

## **Article III Membership**

Section A. INVOAD is not intended to be a competing agency but an umbrella organization of existing agencies. Each member organization maintains its own identity and independence, yet works closely with other agencies to improve service and eliminate unnecessary duplication.

Section B. Organizations eligible for membership are those with not-for-profit structures with a stated policy of commitment or resources to meet the needs of people affected by a disaster without discrimination.

Section C. Interested governmental agencies, both local and state, may maintain an associate membership without vote.

Section D. Membership in INVOAD shall be at least, the organizations present in the state who are members of National VOAD. Additional voluntary organizations in Indiana may be accepted as members by a majority vote of the membership. Any number of representatives may attend the annual

and regular meetings with voice. Each member organization will have only one (1) vote and the responsibility for selecting that voting delegate.

Section E. Membership will be contingent upon conditions specified in above paragraphs and other criteria as established by INVOAD. A recommendation for involuntary termination of members will be reviewed by the executive committee and then presented to the membership for a majority vote. Criteria for involuntary termination of membership would include:

- (1) failure to comply with the requirements of Section B of this article;
- (2) Evidence of misuse of disaster resources:
- (3) Withdrawal of organization from state activities; or
- (4) Other acts of malfeasance.

#### **Article IV Meetings**

Section A. There will be a minimum of four regular business of INVOAD per calendar year. The annual meeting may coincide with one of the regular meetings. The annual meeting shall be held during the period of January 1st to March 31st.

Section B. Formal notification by mail and/or electronic mail no less than two weeks in advance to all members shall constitute proper notice for the conduct of business at any regular or annual meeting. Each member organization may have an unlimited representation but only one (1) vote at each meeting.

Section C. Decisions on any question at a meeting in INVOAD shall be by a majority vote of the member organizations present and voting. The next meeting site and date may be decided on as an act of business at each meeting. It may be delegated to the INVOAD officers if no consensus is reached.

Section D. Unless otherwise stated by the by-laws, Roberts Rules of Order shall be considered the general rules for the conduct of meetings.

Section E. Minutes will be taken by the INVOAD Secretary or a member designated by the chairperson in the secretary's absence. Said minutes shall be distributed and approved at the next regular meeting.

#### **Article V Nominations**

Section A. Nominations for the Executive Committee shall be made by a nominating committee that shall consist of three (3) persons each from a separate organizations (two of which must be voting members) appointed by the INVOAD president or designated chair and approved by voting members present at a regular meeting of INVOAD.

Section B. The nominating committee will serve only until an election takes place.

## **Article VI Executive Committee**

Section A. The Executive Committee shall consist of five persons elected from the voting membership. There will be representatives from different organizations. The executive committee will be elected at the annual meeting and will serve a two (2) year term.

Section B. The Executive Committee shall have the power to fill vacancies until the next election.

Section C. The Executive Committee shall elect from its own members a president, vice-president, secretary/treasurer. The term of office is for two (2) years, with a maximum of three (3) consecutive terms.

Section D. The Executive Committee shall meet when called by the president as necessary to conduct business or by any two (2) other members of the Executive Committee. A quorum of four (4) Executive Committee members shall be required to conduct business.

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

## **Article VII Budget and Finance**

Section A. INVOAD is not a fundraising nor disbursing organization. Any funds collected will be used to meet the administrative expenses of the organization.

Section B. INVOAD funds can be withdrawn by proper signature of any two (2) officers with prior concurrence from the executive committee.

Section C. In the event of the dissolution of INVOAD, any remaining funds shall be disbursed to NVOAD headquarters to be held for future reinstatement of INVOAD.

## **Article VIII Amendments**

Section A. Proposed amendments must be distributed no less than two (2) weeks prior to a meeting at which the amendments will be considered.

Section B. Amendments to these by-laws may be made by a two-thirds majority vote of voting members attending. Amendments may be presented at annual or regular meetings or by mailing.