BYLAWS

OF

THE MESA COUNTY, COLORADO

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

ARTICLE I

NAME

Section 1-1: The name of this organization is Mesa County Voluntary Organizations Active in Disaster, hereinafter referred to as MCVOAD.

ARTICLE II

PURPOSE

Section 2-1: The purpose of MCVOAD is to network voluntary organizations active in disasters in order to encourage more effective service to people affected by disaster in Mesa County, Colorado, through cooperation, collaboration, coordination of efforts, education and communication at all community levels, and to promote effective relationships with local, state, and federal agencies.

ARTICLE III

MEMBERSHIP

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

(a) Regular Members: Voluntary, non-profit organizations electing to join MCVOAD may become regular members upon submission of an application and signing the MCVOAD cooperative agreement (Attached as Appendix A). Organizations that are currently voting members of the National VOAD and/or the Colorado VOAD that have offices in Mesa County will automatically become MCVOAD members. Organizations with local or regional missions will be encouraged to join MCVOAD. Any number of organization personnel from a MCVOAD 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 MCVOAD membership will vote on the proposal at a regular membership meeting. Should dues be established, regular membership periods will run from January 1 through December 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) Membership List: The MCVOAD board will provide, at least annually, a current list of regular and associate members.

(e) No member agency shall have more than one vote per issue at a meeting of MCVOAD.

(f) The Secretary/Treasurer of MCVOAD will maintain a list of current Regular (voting) members at any regular or special meeting.

Section 3-2: Any member or representative may resign by giving written notice of their resignation to either Co-Chair. Any member or representative is subject to removal by an affirmative vote of two-thirds of all regular members of MCVOAD present utilizing the following procedure: Written request for removal shall be sent to either Co-Chair and the Secretary/Treasurer, signed by at least three MCVOAD regular member agencies. The Secretary/Treasurer 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: The MCVOAD shall become a member of Colorado VOAD (COVOAD) by submitting a written application to COVOAD in accordance with COVOAD procedures. MCVOAD shall designate an official liaison and one or more alternates to COVOAD meetings.

Designated MCVOAD liaison shall posses the authority to vote on behalf of MCVOAD at COVOAD meetings.

ARTICLE IV

MEETINGS

Section 4-1: The annual business meeting of MCVOAD is for the election of officers of MCVOAD, for the recognition of members, to determine annual goals and budget, and for such other business as may properly come before the meeting. The meeting shall be held each year in January.

Section 4-2: Regular meetings of MCVOAD shall be held as voted on by members. The annual meeting may take place of a regular meeting.

Section 4-3: Special meetings of MCVOAD shall be called by the Secretary/Treasurer on the written request of a Co-Chair, the Executive Committee or three regular members of the MCVOAD.

Section 4-4: At all meetings a majority of all regular 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 members present at a meeting having a quorum shall be the act of MCVOAD. 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 membership shall be delivered by mail or email to each member by the Secretary/Treasurer or designate at least seven days before each meeting.

Section 4-6: The order of business at any meeting, unless waived by MCVOAD, 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 MCVOAD.

ARTICLE V

OFFICERS

Section 5-1: The officers shall be two Co-Chairs and a Secretary/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 Co-Chair or the Secretary/Treasurer. Any officer is subject to removal at any meeting of the MCVOAD by an affirmative vote of two-thirds of all regular members present of MCVOAD, using the following process: A motion for removal may be filed with the Secretary/Treasurer, signed by at least three regular member agencies. The Secretary/Treasurer 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/Treasurer shall notify an officer of their removal if so voted. Vacancies in any office shall be filled for the unexpired term by MCVOAD 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 associated with their respective offices, including the following:

(a) Co-Chairs shall share the responsibility of presiding at all meetings of the MCVOAD and the Executive Committee. Co-Chairs shall share the responsibility of being a member ex officio of all committees except the Nominating Committee. A Co-Chair may designate another officer as a member ex officio of one or more such committees in their absence. One Co-Chair shall be the official liaison to the COVOAD.

(b) The Secretary/Treasurer shall perform the duties of the Co-Chairs in the latter's absence.

(c) The Secretary/Treasurer shall give notice to members of all meetings of the MCVOAD, shall attend and keep records of all meetings of MCVOAD and the Executive Committee, shall transmit copies of the minutes of all meetings of the MCVOAD and the Executive Committee to the members thereof, shall maintain the membership list, shall prepare such reports relating to MCVOAD as may be requested from time to time by the Executive Committee, shall deposit all funds received in a bank designated by the Executive Committee, shall keep an account of all funds received and disbursed and shall render to MCVOAD at each regular and annual business meeting, shall collect annual dues to be determined by the

Executive Committee, and shall perform such other duties as may be prescribed by MCVOAD or the Co-Chairs.

ARTICLE VI

COMMITTEES

Section 6-1: There shall be one standing committee of MCVOAD which is the Executive Committee. Special committees and/or subcommittees may be designated from time to time pursuant to resolutions of MCVOAD. Either MCVOAD Co-Chair shall appoint all committee chairpersons.

Section 6-2: The Executive Committee shall consist of both Co-Chairs and the Secretary/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. The Executive Committee shall consider all business requiring attention during the intervals between meetings of MCVOAD. 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 by email.

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

Section 6-4: Committee meetings may be called by a Co-Chair of MCVOAD, 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.

ARTICLE VII

FINANCES

Section 7-1: Operating funds and capital raised locally and approved for immediate use shall be deposited and disbursed as provided above in Section 5-2(c).

Section 7-2: Neither MCVOAD 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 MCVOAD activities, being owned by MCVOAD; (2) to sell or otherwise dispose of any property of MCVOAD or to invest any funds intended for use in MCVOAD activities; (3) to accept execute or deliver any document in the name or on behalf of MCVOAD except as expressly authorized in writing by MCVOAD, 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 MCVOAD for appropriate review and approval.

ARTICLE VIII

AMEMDMENTS

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 MCVOAD membership on September 14, 2010

APPENDIX A

APPLICATION AND COOPERATIVE AGREEMENT

BETWEEN

MESA COUNTY VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER – MCVOAD

AND

_____

The above named voluntary organization is applying for association with MCVOAD as a regular/associate member and in doing so, pledges with MCVOAD to uphold the mission 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 and 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 disaster response.

_____	_____
Voluntary Organization	MCVOAD Co-Chair