

**SCVOAD**  
**South Carolina Organizations**  
**Active in Disaster**

**Bylaws**

**Article I**      Name and Relationship

- A. The Name of this Organization is the South Carolina Voluntary Organizations Active in Disaster. (SCVOAD)
- B. The South Carolina Voluntary Organization Active in Disaster will provide a mechanism for agencies to work together to prepare for the needs of disaster events in South Carolina. This organization shall serve as the state level organization of the National Voluntary Organization Active in Disasters.

**Article II**      Mission

**SCVOAD is a multi agency coalition designed to coordinate service delivery planning and reduce duplication of services to victims of disaster.** SCVOAD agencies will share resources and provide a framework of Cooperation, Communication, Coordination, and Collaboration between agencies to meet the needs of the disaster clients.

**Article III**      Membership

- A.      FULL MEMBERSHIP (voting)

Organizations and agencies identified as members in good standing with the National VOAD membership roster, and interested voluntary/ non-profit organizations, or agencies as approved by the SCVOAD Executive Committee.

- B.      ASSOCIATE MEMBER (non-voting)

Federal, State, and Local disaster agencies (FEMA, SCEMD, DSS, SCDHHS, etc), that have disaster preparedness, response, or recovery responsibilities. These may include agencies that are not members of the NVOAD rosters.

**Article IV**      Selection, Rights, Obligations, and Tenure

- A. Applying for membership shall require a letter to the President of the SCVOAD Executive Committee that includes the organizations program, and policies for the delivery of disaster services to South Carolina.
- B. Membership in SCVOAD will be at least one representative from each organization. Any number of representatives may attend and be granted voice at regular meetings.
- C. All members shall have the right to vote on all matters coming before the membership for a vote, with the provision that each Full Member Organization will have only one vote. Associate members shall have no right to vote on any matter. **Voting by members by proxy shall not be permitted.**
- D. Membership may be terminated by a request from the organization, or a vote of the Executive Committee.

**Article V**      Meetings

- A. The SCVOAD will convene quarterly meetings, including the annual Meeting in January with additional meetings as deemed necessary by the President, Executive Committee, or two-thirds of the membership.
- B. Decisions on any question at a meeting of SCVOAD will be majority vote of the Full Membership Organizations present and voting. Roberts Rules of Order will be considered the general rules for the conduct of the meeting.
- C. The SCVOAD secretary will take minutes, or a member designated by the President in the secretary's absence. Minutes will be distributed by mail or electronically, and approved at the next meeting.

**Article VI**      Leadership

- A. The SCVOAD is led by an Executive Committee, which acts on behalf of the general membership. The Executive Committee will meet at least twice each year. Its meetings are open to all SCVOAD members.

- B. The Executive Committee shall be composed of seven Full Membership Organizations representatives. Representatives of associate members may serve in an advisory capacity.
- C. The term of service for each organization member shall be three years. One third of the committee is elected at the annual meeting, **or the first quarterly meeting of the calendar year**. Each committee member may serve two consecutive three-year terms. The Executive Committee has the power to fill vacancies that occur between meetings.
- D. The Executive Committee elects from its own members a President, Vice President, Secretary, and Treasurer (if deemed necessary); each may serve two consecutive one-year terms. **After one year of not serving as an officer, re-election if permitted.**

**Article VII**     Staff Services and Resources

Any member may offer to assist with services and resources to include but not limited to, hosting meetings, staff time, copying, mailing, etc.

**Article VIII**     Function in Disaster

Maintain contact with the appropriate government agencies in the event of a disaster. Activities of the organization will be coordinated through the Executive Committee and its members.

**Article IX**     Amendments

These Bylaws may be amended, restated, or repealed; and new Bylaws adopted by a majority vote of the Executive Committee. The Executive Committee is entitled to vote at any annual or special meeting of the Executive Committee when the proposed amendments, restatement, or repeal has been set forth in the notice of such meeting.

These Bylaws are formally submitted and approved at the regularly scheduled meeting

Held on: \_\_\_\_\_

President, SCVOAD \_\_\_\_\_

Secretary, SCVOAD \_\_\_\_\_