

**BYLAWS FOR THE  
ALABAMA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER  
(ALVOAD)**

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As approved on the 26<sup>th</sup> Day of April 2018

**ARTICLE I    NAME AND RELATIONSHIP**

Section A    The name of this organization is the Alabama Voluntary Organizations Active in Disaster (ALVOAD). ALVOAD is the state level counterpart of the National Voluntary Organizations Active in Disaster (NVOAD).

Section B    The business address will be:  
8 Commerce Street, Suite 1140  
Montgomery, AL 36104

The business address will be determined by the current Treasurer.

Section C    The entire state of Alabama will be included in ALVOAD. ALVOAD will accept membership from organizations who reside or have offices or have representatives inside the state of Alabama. The membership of ALVOAD may also include partner organizations who perform services for profit or have a governmental role associated with the mission of the ALVOAD members.

**ARTICLE II    PURPOSE**

The purpose of this organization shall be to bring together voluntary organizations active in disasters to foster effective response to the people of Alabama in times of disaster. ALVOAD seeks to ensure the availability of needed resources and services and to encourage uniform, impartial provision of these resources and services.

Each Member or Partner organization must maintain its own identity and independence. Each Member or Partner organization must maintain its own form of governance separate from ALVOAD.

ALVOAD will not compete with its member organizations or partners. ALVOAD will facilitate the cooperation, coordination, communication and collaboration of its Members and Partners to improve overall effectiveness and efficiencies.

ALVOAD is established as a network for organizations who desire to work together to reduce the effects of disasters and promote the rebuilding of lives and communities after disasters. This network of agencies and organizations are bound together through the belief in the four key tenants of ALVOAD:

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- Section A      Cooperation  
Function: to create an environment to facilitate acting together for the common purpose of providing quality disaster relief services to the citizens of Alabama.
- Section B      Coordination  
Function: for individual organizations, including local and state government, to interact in unity with each other to provide quality disaster relief services to the citizens of Alabama, while maintaining their separate identities and mission priorities.
- Section C      Communication  
Function: to foster the dissemination of information through various methods between the people, agencies, organizations, and government offices to serve the better good of the citizenry of Alabama. This includes, when requested, providing a trained liaison from ALVOAD at the Alabama Emergency Management Agency's (AEMA) State Emergency Operations Center (SEOC).
- Section D      Collaboration  
Function: to help organizations develop partnerships that maximizes the use of limited resources while reducing duplication of services.

These four tenants are supported and promoted within the state by actions taken to support local efforts through:

1. Education: by providing common opportunities for training to increase awareness and preparedness in each organization and to promote the understanding of the mission of ALVOAD throughout the state.
2. Mitigation: by supporting joint efforts of federal, state, and local governments and voluntary organizations to lessen the effects of disasters through advanced planning and proactive efforts before, during, and after disasters.
3. Outreach: by encouraging the formation of new local VOADs, and providing guidance to existing local VOADs. And by,
4. Actively cooperating, coordinating, communicating, and collaborating with the Alabama Emergency Management Agency (AEMA) and the Governor's Office of Volunteer Services (GOVS) before, during, and after disasters to support the people of Alabama and AEMA.

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**ARTICLE III    MEMBERSHIPS**

ALVOAD will have two (2) types of membership: “Members” and “Partners.” The qualifications for the two types of membership are defined below.

- Section A      Membership  
Collectively, ALVOAD “Membership” will consist of the members and partners who have been accepted.
- Section B      Voting Members  
Organizations eligible for membership are those with a not-for-profit structure and pays dues annually. Those qualified under the Internal Revenue Service Code 501(c)(3), or those who conduct their activities in a manner normally associated with 501(c)(3) status, and are agencies with a stated "non-profit" policy with a history of commitment of resources to meet the needs of people affected by a disaster without discrimination. This shall include organizations who are normally tax exempt, or have a ministry of providing resources and services to people in need. Members may also include Local VOADs. Dues must be current to vote.
- Section C      Partners  
Interested governmental agencies and organizations with a mission which includes disaster response and/or recovery. Partners will not have voting privileges nor be required to pay dues.
- Section D      Dues shall be assessed annually to help cover cost of operation, i.e. postage, printing and other administrative costs as determined by the directors. Such annual dues will be set by the Members at any regular meeting to become effective the following calendar year. Once an amount is set, the amount will be affective until changed by a Member vote.
- Section E      Any number of representatives from any Member or Partner organization may attend regular and annual meetings, with voice. However, multiple individuals, chapters, or separate operations who report to, or are governed by a state-wide, regional, or national office are considered collectively to be one (1) state-wide Member and will pay only one Membership dues and will have only one (1) vote.
- Section F      The Executive Committee shall be responsible for accepting or denying 'Membership' in Alabama VOAD as a Member or Partner based on the conditions specified in the above paragraphs and the payment of the annual dues prior to the beginning of their 'Membership'. The Executive Committee has the authority to deny 'Membership' to any organization that does not share the values and mission of Alabama VOAD.

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**ARTICLE IV    STRUCTURE**

- Section A     President (may serve two consecutive one-year terms)  
Function: preside at meetings, act as spokesperson and representative, delegate tasks, convene the quarterly and annual meetings and provide leadership to ALVOAD and on behalf of ALVOAD.
- Section B     Vice-President (may serve two consecutive one-year terms)  
Function: act on behalf of the President in his or her absence and monitor relationships with both Members and Partners for adherence to the principles of ALVOAD and NVOAD.
- Section C     Secretary (no term limit)  
Function: maintain organizational records and correspondence. The Secretary will coordinate with the Treasurer, record and distribute meeting minutes, and make provisions to audit the attendance of voting Members prior to any elections or voting decisions before a call for votes to ensure a proper quorum is in attendance and eligible to vote.
- Section D     Treasurer (no term limit)  
Function: oversee the management and reporting of financial accounts. The Treasurer will also coordinate with the Secretary to make provisions to audit the attendance of voting Members prior to any elections or voting decisions before a call for votes to ensure a proper quorum is in attendance and eligible to vote.
- Section E     Two (2) Members-at-Large (elected annually by the membership)  
Function: represent the Members and Partners by helping the Executive Committee develop policy and overall direction for ALVOAD
- Section F     Two (2) Ex Officio Partners  
Function: Non-voting Partners of non-voting governmental agencies or offices within the state of Alabama who provide critical insight and understanding of the governmental office from which they are appointed. The appointment of the specific individuals to the position of Ex Officio will remain in force until formally revoked by the Partner who has appointed them. The responsibility and representation by the specific individuals will not be delegated to any other person. The Ex Officio Partners will work in an advisory capacity with the elected and appointed ALVOAD leadership to carry out the stated business and purpose of ALVOAD as stated in "Article II, PURPOSE" above.

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1. The Alabama Emergency Management Agency Ex Officio Partner – The Director of the AEMA will appoint by name a single individual to act on behalf of the AEMA as an ex officio Partner of ALVOAD Executive Board (Dues not required)
2. The Governor’s Office of Volunteer Services (GOVS) Ex Officio Partner – The Coordinator of GOVS will appoint by name a single individual to act on behalf of GOVS as an ex officio partner of the ALVOAD Executive Board (Dues not required)

Section G      Immediate Past President  
Function: preside, or appoint a designee to preside, over the nomination committee for each year’s election of officers.

Section H      Others may be invited to attend the Executive Board meetings at the discretion of the Executive Board or any member thereof.

Section I      The Executive Board will consist of the President, the Vice-President, the Secretary, the Treasurer, the Immediate Past President, the two Members-at-Large, and the two Ex Officio Partners.

Election of Officers and Members-At-Large will be accomplished at the annual meeting. Election of officers and Members-At-Large will be done only by a quorum of Members who have paid their annual dues. Individual nominees must be a member in good standing with an ALVOAD Member organization to include all dues paid in full. Nominees may not be a representative of an ALVOAD Partner.

It is a preferred practice NOT to have two or more officers serving concurrently who are members or close affiliates of the same ALVOAD Member organization. All newly elected Officers and Members-At-Large will immediately take office at the close of the election process.

The annual meeting will be an in-person meeting only with no conference call option.

**ARTICLE V      MEETINGS**

Section A      There will be a minimum of four quarterly business meetings of ALVOAD per calendar year, two of which shall be in-person meetings only with no conferencing option. Special meetings may be called, with five days’ notice, by the President or the Executive Board.

Section B      Members shall be notified no less than two weeks in advance of any regular or annual meeting.

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- Section C A quorum shall consist of 25% of the voting Members. All decisions, other than changes to these By-Laws shall be made by a majority vote of those present. In order to preserve the structure of ALVOAD as a network organization of volunteers, voluntary agencies and organizations, there must be a quorum of Members. If there is not a quorum of Members, no vote will be conducted.
- 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 Voting methods and processes will be defined by the President or the elected executive presiding over the meeting. Any process chosen for voting must be auditable to ensure fairness and transparency of the process. Voting may be cast by a representative, by proxy, or in writing. Representatives and proxies must present a written statement of their authority to the person presiding over the meeting before their vote can be counted. A Member may also respond in writing in advance of the meeting with their vote if they or their representative/proxy are not able to attend the meeting.
- Section F Minutes will be taken by the Secretary of ALVOAD or a member designated by the President in the absence of the Secretary. All meeting minutes shall be distributed by e-mail and approved at the next regular meeting.

**ARTICLE VI ALABAMA EMERGENCY OPERATIONS PLAN**

ALVOAD, represented by its President or its appointed representative at AEMA, will carry out the activities of ALVOAD as described in the "*State of Alabama Emergency Operations Plan*."

**ARTICLE VII NOMINATION OF OFFICERS AT THE ANNUAL MEETING**

- Section A The nominating committee shall be headed by the Immediate Past President or designee of the Executive Committee.
- Section B A nominating committee shall consist of three (3) persons appointed by the Immediate Past President, or designated chair, at a regular meeting. At least one member must be from the general membership.
- Section C The nominating committee shall serve only until an election is completed.

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**ARTICLE VIII BUDGET AND FINANCE**

- Section A ALVOAD is not a fund-raising or disbursing organization. Any funds collected will be used to meet the administrative expenses of the organization. See also "Article II, PURPOSE" above.
- Section B Approval of expenditures will generally be done only by vote of the membership. However, administrative expenses can be approved by the Executive Board without the vote or approval of the membership. Administrative expenses that can be approved by the Executive Board would include, but not be limited to, items such as: postage, office supplies, banking dues, payment of installments, and cost associated with the activation of the SEOC.
- Section C Other expenses could be approved by the Executive Board but are not to exceed \$1,000.00 for each occurrence. These expenses would include, but not be limited to, such examples of: incidental travel for a ALVOAD representative (not to exceed \$1,000.00 for all travelers), one-time costs for memberships, computing hardware/software, and other expenses considered necessary or prudent to promote the mission of ALVOAD as defined in "Article II, PURPOSE" above.
- Section D ALVOAD funds can only be withdrawn by signature of the Secretary, Treasurer, or a designee of the Executive Board. All signatories for funds will have approved "check signing privileges" with the financial institution(s) used by ALVOAD.
- Section E In the event of the dissolution of ALVOAD, any remaining funds shall be disbursed to an organization or fund designated by ALVOAD membership.

**ARTICLE IX REQUIRED AMENDMENTS**

- Section A ALVOAD is organized exclusively for charitable, religious, educational, and scientific purposes including, the making of distributions to organizations who qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The amendment is dependent upon ALVOAD as an organizational entity achieving and being recognized by the US Internal Revenue Service (IRS) as have the status normally granted to organizations or entities as an approved 501(c)(3) organization.

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Section B No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its Members, Partners, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof and in accordance with this document and any approved amendments to this document. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE X AMENDMENTS/REVISIONS**

Section A Proposed amendments/revisions must be distributed no less than two weeks prior to a meeting at which the changes will be considered.

Section B Amendments/Revisions to these bylaws may be made by a two-thirds majority vote of the voting Members in attendance or voting by proxy or representative of any regular meeting.



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ADOPTION OF THESE BYLAWS

Formally adopted and approved at the 2<sup>nd</sup> Quarterly Meeting of 2018, on the 26<sup>th</sup> of April 2018, by a quorum of the membership of the ALABAMA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (ALVOAD).

X \_\_\_\_\_  
President, Alabama VOAD

Printed Name: Ray Elsberry

Attest:

X \_\_\_\_\_  
Secretary, Alabama VOAD

Printed Name: Tomaya Peterson