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33 **GAVOAD BYLAWS REVISIONS**

34

REVISION NO.	APPROVAL DATE	LOCATION OF CHANGE	DESCRIPTION OF CHANGE	AUTHOR(S)

35

36 **GEORGIA ORGANIZATIONS ACTIVE IN DISASTERS**

37 **BYLAWS 2021**

38
39 **I. NAME AND JURISDICTION**

40 The name of the organization is the Georgia Voluntary Organizations Active in Disaster (GAVOAD).
41 GAVOAD is the state counterpart to the National Voluntary Organizations Active in Disaster
42 (NVOAD). The jurisdiction is the state of Georgia.
43

44 **II. MISSION**

45 GAVOAD is a humanitarian association of independent voluntary organizations who may be active in
46 all phases of disaster. Its mission is to foster efficient, streamlined service delivery to people affected
47 by disaster, while minimizing unnecessary duplication of effort, through cooperation in the four
48 phases of disaster: preparedness, response, recovery, and mitigation.
49

50 **III. OVERVIEW**

51
52 GAVOAD is not a competing or exclusionary organization. GAVOAD is intended to be a network for
53 organizations active in disaster. Each GAVOAD member organization will maintain its own identity
54 and independence while closely collaborating with other GAVOAD organizations, government
55 agencies, private entities and other partners.
56

57 GAVOAD respects and values diversity in its board and membership. GAVOAD seeks to create
58 programs and services that meet the needs of the diverse workforce and membership we serve.
59

60 GAVOAD accomplishes its mission by adhering to the following principles of National VOAD:

61
62 *Cooperation:* Foster cooperation among GAVOAD member organizations at all levels and in all
63 phases of disaster.
64

65 *Coordination:* Coordinate the development of GAVOAD policies and procedures, and, the
66 implementation of services among GAVOAD member organizations. GAVOAD may also provide links
67 to national and international disaster relief organizations. GAVOAD serves as advocate and liaison
68 between member agencies and the State of Georgia.
69

70 *Communication:* Exchange and disseminate information among GAVOAD member organizations and
71 the public, as well as local, state and federal agencies, in conjunction with the individual GAVOAD
72 members.
73

74 *Collaboration:* Work together to achieve specific goals and to undertake specific projects at disaster
75 sites. We form partnerships during the disaster response.

- 76
- Education: provide training and increase awareness and preparedness in each organization.
 - Leadership Development: give volunteer leaders training and support to build effective state VOAD organizations.
 - Mitigation: support the efforts of federal, state, and local agencies and governments and support appropriate legislation.
- 77
78
79
80
81

- Convening Mechanisms: present at seminars, meetings, board meetings, regional conferences, training programs, and local conferences.
- Outreach: encourage the formation of and give guidance to state and regional voluntary organizations active in disaster relief.

IV. MEMBERSHIP

1. Categories of Membership

A. Statewide Member:

- Statewide membership is available to voluntary organizations that have a statewide focus, scope and purpose, and active in disasters.
- Must have a disaster program and guidance documents to define and set precedence for delivery of services to address the needs of people and communities affected by disasters, and without discrimination.
- Agree with the mission of GAVOAD.
- Apply for membership. (See Attachment 1)
Provide basic agency information for inclusion on database and resource directory.
- Meet one of the following conditions:
 - Be a not-for-profit organization under IRS Code 501 (c)(3), or;
 - Have a formal agreement with another organization that has IRS 501 (c)(3) standing that will serve as a fiscal agent.
- Pay annual dues according to GAVOAD Membership Form. (See Attachment 1)
- Attend at least 50% of GAVOAD meetings (in person or via conference call).
- Have voting rights.
- Eligible to hold GAVOAD office.
- GAVOAD website privileges including inclusion of agency profile and logo.
- Access to special trainings and educational opportunities.

111 B. Local/Regional Members:

- 112 • Focus on a particular area or region within the state [e.g., Community Organizations Active
113 in Disaster (COAD), local county VOAD, or members of private industry involved in disaster
114 response]
- 115 • Must have a disaster program and guidance documents to define and set precedence for
116 delivery of services to address the needs of people and communities affected by disasters,
117 and without discrimination.
- 118 • Agree with the mission of GAVOAD.
- 119 • Apply or renew for membership. (See Attachment 1)
- 120 • Provide basic agency information for inclusion on database/resource directory.
- 121 • Pay annual dues. (See Attachment 1)
- 122 • Attend at least 50% of GAVOAD meetings (in person or via conference call).
- 123 • Have voting rights.
- 124 • Eligible to run for GAVOAD secretary and any standing committees.

125 C. Governmental Partners:

- 126
- 127 • May attend meetings and join conference calls but are not included as members of
128 GAVOAD.
- 129 • Have no voting rights.
- 130 • Are not eligible to run for GAVOAD office.
- 131 • Don't pay annual dues.

132 D. Guests:

- 133
- 134 • May attend meetings by invitation only, and join conference calls during disasters.
- 135 • Encourage to consider membership in GAVOAD.
- 136 • Have no voting rights.
- 137 • Are not eligible to run for GAVOAD office.
- 138 • Don't pay annual dues.

139 2. Membership Application Processes
140

141 A. Organizations desiring membership will notify a member of the EC.

142 B. The EC will request the candidate organization to complete a Membership Form. (See
143 Attachment 1)

144 C. Upon receiving and reviewing the candidate organization's application, the EC will determine
145 eligibility of the candidate organization using the GAVOAD bylaws. and announce the new
146 organization to the whole of GAVOAD.

147 3. Renewal of Membership
148

149 A. Organizations remain as members in good standing by submitting dues annually.

150 B. If guidance documents or delivery of services or resources change, the organization must
151 submit revised information.

152 4. Termination of Membership
153

154 A. Failure to renew annual dues, within 60-days from due date, will cause membership
155 termination.

156 B. GAVOAD member organizations may voluntarily withdraw by submission of a letter of
157 separation to the EC.

158 C. Membership may be terminated by a two-thirds formal vote of GAVOAD members attending a
159 scheduled business meeting.

160 D. Reasonable attempt shall be made by the EC to contact and encourage the organization in
161 question before terminating their membership. If the organization fails to respond to such
162 contact within thirty days or accumulates two additional unexcused absences in the next
163 twelve-month period, the secretary shall recommend a vote to terminate the status of the
164 organization.
165

166 **V. MEETINGS**
167

168 The meetings of GAVOAD shall be guided by Robert's Rules of Order except as otherwise
169 provided for in these bylaws. GAVOAD business meetings are intended for member
170 organizations. Guests may be invited or approved by the EC.

171 A. Business Meetings
172

173 1. Business meetings will be held a minimum of four times a year on a schedule set by the EC.
174

175 2. Written notice, including a meeting agenda, shall be sent to all members prior to any business
176 meeting.

177
178 **B. Emergency Meetings**
179

- 180 1. Emergency meetings to meet the needs of disaster events (or drills) can be called at any time
181 by the EC with minimal notice.
182
183 2. Emergency meetings will be called after a disaster strikes to facilitate the work of GAVOAD
184 and will usually be conducted via conference call.
185
186 3. Emergency meetings are open to members and other agencies with specific response and
187 recovery responsibilities that affect GAVOAD members.
188

189 **C. Committee Meetings**
190

- 191 1. Committee meetings are limited to committee members.
192
193 2. Technical advisors may attend committee meetings at the request of the chairperson.
194

195 **VI. DUES**
196

197 Amount and structure of dues for all membership categories shall be proposed by the Executive
198 Committee (EC) and approved by a majority vote of the members present at the time of vote. The EC
199 may adopt policies concerning late or non-payment of dues by members. Dues are reflected in the
200 membership application. (See Attachment 1)
201

202 **VII. OFFICERS**
203

204 **A. Election and Terms**
205

- 206 1. GAVOAD shall vote on new officers during the last scheduled regular business meeting of the
207 year in which an officer's term is expiring. New officers begin their term on January 1st.
208
209 2. An election officer appointed by the president and approved by the EC will moderate all
elections.
210
211 3. Individuals, not organizations, are elected. Each officer must be an authorized representative
of a member organization.
212
213 4. Any eligible member of GAVOAD (see section IV-A Categories of Membership) may apply for
214 an officer position by submitting a letter of introduction, a statement of applicable experience,
and a statement of goals and priorities for GAVOAD.
215
216 5. No single agency will be allowed to hold more than one officer position.
217
218 6. Unless approved by GAVOAD in an announced business meeting, officers shall serve a two-
year term.

218 7. In the event the president cannot complete the term, the vice-president shall become
219 president. In the event the vice-president cannot complete the term, the position will remain
220 vacant until the next election. In the event that both the president and vice-president cannot
221 complete their terms, an emergency meeting of GAVOAD shall be held to fill both positions. In
222 the event the secretary or treasurer cannot complete his/her term, the president shall appoint a
223 person to fill the vacancy with approval of the EC.

224 B. Functions

225

- 226 1. **President:** Convene and preside at meetings; delegate tasks as pertains to GAVOAD
227 business; represent GAVOAD to other organizations, agencies, and states; nominate
228 committee chairs to be voted on by the EC; appoint a member to serve as secretary or
229 treasurer in the event of an unexpired term. The president, with consent of the voting
230 membership, may engage in external contracts.
- 231 2. **Vice-President:** Act on behalf of, in the absence of, or at the request of the president and
232 becomes president in the event the president cannot complete his/her term.
- 233 3. **Secretary:** Maintain organizational records, correspondence, send notice of meetings, and
234 keep minutes of meetings.
- 235 4. **Treasurer:** Maintain financial records of the GAVOAD and report to the EC and GAVOAD
236 membership at large as requested by the president.
- 237 5. **Member-at-Large:** Participates in the EC meetings. Provide leadership as needed.
238
239

240 VIII. STANDING COMMITTEES

241

242 The following Standing Committees will be representative of GAVOAD member organizations.
243 Additional standing committees may be approved by GAVOAD at a regularly scheduled
244 business meeting.
245

246 A. Executive Committee (EC)

247

- 248 1. The EC shall be comprised of the officers identified in section VII, and the most recent past
249 president that still represents an eligible organization.
- 250 2. The EC shall approve or disapprove presidential appointments for unexpired terms of
251 secretary and treasurer.
- 252 3. The EC shall make recommendations to and conduct business on behalf of GAVOAD between
253 regular scheduled meetings of GAVOAD.
- 254 4. The EC shall operate on behalf of other standing committees as needed.
- 255 5. The EC will represent the membership interests in the organization and to represent the
256 organization as its legal voice by practicing duty of loyalty, duty of care, and duty of obedience.

257 B. Membership Committee
258

- 259 1. The Membership Committee shall encourage organizations to consider membership in
260 GAVOAD.
- 261 2. The Membership Committee shall encourage retention of member organizations, and their
262 participation in all aspects of GAVOAD business.
- 263 3. The Membership Committee shall review membership qualifications and make
264 recommendation as needed to the EC for inclusion at a regularly scheduled GAVOAD
265 meeting.
266

267 C. By-Laws Committee
268

- 269 1. The By-Laws Committee shall review the By-Laws at least annually.
- 270 2. The By-Laws Committee shall make recommendation as needed to the EC for inclusion at a
271 regularly scheduled GAVOAD meeting.
272

273 D. Ad Hoc:
274

- 275 1. Ad Hoc Committees may be created and/or terminated, as needed, by the EC.
- 276
- 277 2. The mission, scope, composition, and term of such committees shall be determined by the EC.
278

279 **IX. VOTING**

- 280 1. Each member organization is entitled to one vote. Each organization determines who the
281 authorized representative (AR) will be to cast that vote.
- 282 2. Voting by proxy shall not be permitted.
- 283 3. Thirty-three percent of eligible voting members present shall constitute a quorum to do
284 business.
- 285 4. Voting may be conducted electronically or at a properly called meeting.
- 286 5. All voting, except as otherwise provided for in these bylaws, shall pass by simple majority vote.
- 287 6. All votes (formal or consensus reached) will be recorded in the meeting minutes.
- 288 7. An individual may represent more than one organization but has only one vote regardless of
289 the number of organizations he/she may represent.
290
291

292 **X FISCAL PROCEDURES**

293
294 Fiscal policies are established by the GAVOAD EC to set standards and procedures to be applied
295 when developing financial goals and objectives, making financial decisions, and reporting the
296 financial status of the organization. In addition, financial procedures required by the State or Federal
297 Government will be followed to allow for effective management of GAVOAD funds. A Budget Report
298 will be presented to the membership at meetings and documented in the Minutes.
299

300 **XI. DISCLAIMER OF ENDORSEMENT**

301
302 No individual member or group of members representing GAVOAD shall have authority to endorse or
303 recommend any product, service, or organization in the name of GAVOAD, or by elected or appointed
304 title unless so authorized by the GAVOAD EC.
305

306 **XII. AMENDMENTS**

- 307
308 1. Amendments to these bylaws may be made by majority vote during a regular scheduled
309 business meeting, with at least thirty (30) days' notice prior to the date of the meeting at which
310 they are to be considered and presented for adoption.
311
312 2. This document shall take effect immediately upon its passage by the membership, and
313 supersede all constitutions and bylaws previously adopted. Adopted: add date"
314

315 **ATTACHMENT 1: GAVOAD MEMBERSHIP**



GAVOAD Membership

316 Please use this form to apply for GAVOAD membership or renewing your existing membership. Please read the
 317 membership category descriptions and requirements located on page 2. Check the appropriate boxes below.

- 320 **MEMBERSHIP APPLICATION (first time applicants)** **MEMBERSHIP RENEWAL** **Membership Categories:**
 321 **STATEWIDE** **LOCAL/REGIONAL** **PARTNER**

Organization Name		Address	
Website		City, State, Zip	
Primary Contact/Voting Member	Phone	Cell Phone	
Primary Contact Email			
Alternate Contact	Phone	Cell Phone	
Alternate Contact/Alternate Voting Email			

322 The Applicant fully understands the Criteria for Membership and represents compliance to GAVOAD with these criteria
 323 and agrees to:

- 324 1. Adhere to and promote the mission and purpose of VOAD as described in GAVOAD BYLAWS,
 325 2. Promote and facilitate ongoing participation in GAVOAD and VOAD activities (by a national or state office and
 326 local chapters/affiliates),
 327 3. Pay annual dues at a level set by GAVOAD, and
 328 4. Provide representation at a minimum of 50% GAVOAD meetings per year,
 329 5. Failure to renew will terminate membership

330 **RENEWING MEMBERS:** Please indicate your Membership Category. **Make checks payable to Georgia VOAD**

- 331 **\$75/\$85 Statewide** **\$50/\$60 Local/Regional** **Partner NEW**

332 **APPLICANTS:** See instructions on page 2.

333 *The following duly authorized representative of the Applicant hereby
 334 acknowledges that the information contained in this application is true and
 335 complete.*

336 Print Name _____ Date _____

337 Signature _____

Mail your check and this form with complete information to:
 GA VOAD
 PO BOX 870493
 STONE MOUNTAIN, GA 30087

Form must be submitted with payment. A copy of application and all required documents should be emailed to:
 TREASURER@GAVOAD.COM

340 **ATTACHMENT 1: GAVOAD MEMBERSHIP (P2)**

341 **GEORGIA VOAD MEMBERSHIP CATEGORY DESCRIPTIONS** There are two designations of membership, partnership and guest
342 designation. Membership will be contingent upon the conditions specified below and other such criteria as established by Georgia
343 VOAD and National VOAD.

344
345 **STATEWIDE MEMBERSHIP (Annual Dues \$75/\$85)**

346
347 **A Statewide membership may be granted to any corporation, institution, or other entity pursuant to the following:**

- 348 (1) The organization shall be statewide in scope and purpose.
- 349 (2) The organization shall consist of voluntary memberships or constituencies, be a not-for-profit organization (under IRS Code
- 350 501 (c) or have a formal agreement with another organization that has IRS 501 (c)(3) standing that will serve as a fiscal agent.
- 351 (3) The organization shall have a disaster response program and policy for commitment of resources (i.e., personnel, funds, and
- 352 equipment) to meet the needs of people affected by disaster without discrimination.
- 353 (4) The organization shall designate a primary and alternate contact/voting member to GAVOAD.
- 354 (5) The Organization shall provide basic agency information for inclusion on database/resource directory.

355 **FIRST TIME STATEWIDE APPLICANTS MUST INCLUDE THE FOLLOWING WITH THEIR APPLICATION:**

- 356 1. A letter of authorization from the Applicant’s Board of Directors for Application for Membership, including statements of the
- 357 organization’s commitment to provide services statewide, and non-discrimination in hiring and in the provision of services. The
- 358 Board President must sign the letter,
- 359 2. A copy of the Applicant’s 501(c)(3) determination letter from the US Treasury Department or a copy of the formal
- 360 agreement with fiscal agent verifying representation and fiscal agent’s 501 (c)(3) determination letter,
- 361 3. Names/Titles and contact information of administrative personnel including designated voting representative and alternate
- 362 (updated annually),
- 363 4. A listing of local chapters/affiliates throughout the state,
- 364 5. A listing of other Statewide or National Members with which the Applicant has previously worked collaboratively,
- 365 6. Two letters of support from existing GAVOAD members, and
- 366 7. A written summary of disaster related activities within the state of Georgia.

367 **DO NOT INCLUDE DUES PAYMENT AT THIS TIME** (You will be contacted once your application has been approved).

368 **LOCAL/REGIONAL MEMBERSHIP (Annual Dues \$50/\$60):**

369
370 **A Local/Regional membership may be granted to any corporation, institution, or other entity pursuant to the following:**

- 371 (1) The Organization shall focus on a particular area or region within the state [e.g., Community Organizations Active in Disaster
- 372 (COAD), Long Term Recovery Group (LTRG), or members of private industry involved in disaster response].
- 373 (2) The Organization shall have a disaster program and guidance documents to define and set precedence, for delivery of services, to
- 374 address the needs of people and communities affected by disasters, and without discrimination.
- 375 (3) The Organization shall agree with the mission of GAVOAD.
- 376 (4) The Organization shall designate a primary and alternate contact/voting member to GAVOAD.
- 377 (5) The Organization shall provide basic agency information for inclusion on database/resource directory.

378 **FIRST TIME LOCAL/REGIONAL APPLICANTS MUST INCLUDE THE FOLLOWING WITH THEIR APPLICATION:**

- 379 1. A letter of authorization from Applicant’s leadership for Application for Membership. The Applicant’s Chairperson or President
- 380 must sign the letter,
- 381 2. A written summary of disaster related activities within the state of Georgia.
- 382 3. Names/Titles and contact information of administrative personnel including designated voting representative and alternate
- 383 (updated annually),
- 384 4. A listing of local chapters/affiliates throughout the state,
- 385 5. A listing of other Statewide or National Members with which the Applicant has previously worked collaboratively, 6. Two letters
- 386 of support, at least one from an existing GAVOAD member, a letter from a local government official
- 387 7. A written summary of disaster related activities within the state of Georgia.

388 **DO NOT INCLUDE DUES PAYMENT AT THIS TIME**. (You will be contacted once your application has been approved).

389 **GOVERNMENTAL PARTNER/GUEST ORGANIZATIONS (No Annual Dues Required refer to BYLAWS):**

390 Please direct questions to TREASURER@GAVOAD.com. Thank you for supporting your GAVOAD.