

**BYLAWS
OF
SHAWNEE COUNTY REGIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN
DISASTER
(SNCO-RVOAD)**

ARTICLE I - NAME AND RELATIONSHIPS

SECTION A: Name – The name of this organization is Shawnee County Regional Voluntary Organizations Active in Disaster, hereafter referred to as SNCO-RVOAD.

SECTION B: Address – The business address for SNCO-RVOAD will reside with the elected chairperson.

SECTION C: Area Covered – All communities within Shawnee County area will be the area serviced by SNCO-RVOAD.

ARTICLE II - PURPOSE

SECTION A: Purpose - To bring together community organizations at all levels who are, or desire to be active in disaster, including relevant businesses and government agencies, to for more efficient and effective service to people affected by disaster in the Shawnee County Area through cooperation, coordination, communication and collaboration.

ARTICLE III - PRINCIPLES OF MEMBERSHIP

SECTION A: Membership - The membership of SNCO-RVOAD shall consist of the following categories:

- (1)** Regular Membership (Voting) - Any not-for-profit or governmental organization, business, agency or foundation, and their employees, active in the Shawnee County area, with either a stated or implied policy of committing resources, without discrimination, to meet the needs of people affected by disaster. Resources can be people, money, equipment, goods and services, facilities or any other commodity which may be needed during the urgent and often confusing conditions associated with disaster.
 - a.** Any organization participating in the initial formation of SNCO-RVOAD and otherwise meeting Regular Membership criteria will be considered Regular Members upon formation.
 - b.** Any organization wanting to become a Regular Member subsequent to SNCO-RVOAD formation, and meeting Regular Membership criteria, will make their desires known at any meeting of SNCO-RVOAD, or to any officer outside a regular meeting, and that organization will be considered a Regular Member upon so declaring at the meeting or upon the convening of the next regularly scheduled meeting, as applicable.
 - c.** The official representatives to SNCO-RVOAD from Shawnee County Emergency Management will be Regular Members.

- (2) Affiliate Membership (Non-voting) - Any organization or business, whether for profit or not, with an interest in helping people affected by disaster but which do not meet the criteria for Regular Membership. This category may include organizations or government agencies with primarily disaster planning and operations responsibilities. Initial and subsequent Affiliate Membership will be analogous to the procedures for Regular Membership as delineated above in parts III.A.1.a. and III.A.1.b.

SECTION B: Attendance and Voting

- (1) Attendance - Members, regardless of membership category, may attend any meeting of the whole and have voice privileges on any issue of discussion. Regular Member agencies or organizations that do not have representation at a minimum of 75% of scheduled meetings during a calendar year shall be moved to Affiliate Membership (Non-voting) status.
- (2) Voting - Voting is limited to Regular Members. All votes will be determined by simple majority (fifty percent of eligible votes cast, plus one).
- a. Policy Issues - Policy issues shall be voted upon by organizational entity with a single vote per organization. Each member organizational entity shall identify a single representative to vote for the entity. Individual members, unless specifically representing an organization, shall not be allowed a vote on policy issues. The Chair shall determine which issues are policy in nature and so declare prior to asking for a vote. Organizational components, such as Offices, Divisions, Departments, and Teams shall be considered part of the parent organization and will not have a separate vote on policy issues.
- b. Other Issues - Voting on all other issues shall be by individual members present.

SECTION C: Contributions - Membership or affiliation with SNCO-RVOAD does not require the payment of dues. However, members will be encouraged to donate time, resources or facilities for the administrative support of the organization.

ARTICLE IV - MEETINGS AND CORRESPONDENCE

SECTION A: Meetings - Meetings-of-the-whole shall be scheduled every other month and special meetings as needed.

- (1) Meetings-of-the-whole: Regularly scheduled meetings shall be held a minimum of four (4) times a year. The Secretary shall be responsible for notifying members of the meeting date, time, location and agenda items at least one (1) week prior to the scheduled meeting. Correspondence, to the extent practicable and feasible, shall be by e-mail, facsimile, or telephone. Meetings may be rescheduled by majority vote of the membership present at the meeting immediately preceding the one being rescheduled. Meetings may be held by or include a conference call.
- (2) Special meetings - Special meetings may be called by the Chair or Shawnee County Emergency Management. Any SNCO-RVOAD member may request a special meeting by making their request known to any officer or Emergency Manager, who then poll the Executive Committee and if a majority of the Executive Committee members concur; the special meeting will be called. To the extent practicable, two weeks' notice of a special meeting is recommended. However, circumstances may dictate meeting as soon as possible.

SECTION B: QUORUM - For regularly scheduled and special meetings, five (5) members, eligible to vote on policy issues, shall constitute a quorum for conducting business. For committee meetings, a quorum shall be a simple majority of the committee membership. Decisions put to a vote will be determined by simple majority (fifty percent of votes cast plus one).

SECTION C: Confirmation of next meeting - The location, date and time of the next meeting will be confirmed immediately prior to adjourning the current meeting.

SECTION D: Parliamentary Procedure - Robert's Rules of Order shall govern how SNCO-RVOAD meetings are conducted.

SECTION E: Minutes - Minutes shall be taken at all meetings of the SNCO-RVOAD by either the Secretary or a member designated by the Chair in the Secretary's absence. Said minutes shall be distributed at least one week prior to the next scheduled meeting to the extent possible, and approved or corrected at that meeting

SECTION F: Method of Correspondence – To minimize administrative costs, the preferred method of correspondence is email, facsimile, or telephone. The postal system will be used only for members who do not have access to either email, facsimile, or telephone.

ARTICLE V – LEADERSHIP AND ELECTIONS

SECTION A: Officers - Only Regular Members can hold Office in SNCO-RVOAD. There shall be three officer positions: Chair, Vice-Chair, and Secretary. Officers shall be elected at the last regularly scheduled meeting of the calendar year with new Officers commencing their duties on the first day of the new calendar year. Officers will serve without pay.

SECTION B: Elections - Officers shall be elected by majority (fifty percent of votes cast plus one) of the voting members present. Officer elections shall be staggered, with one or two (no more than two) positions eligible for election in any one year. With respect to voting privilege, election of Officers IS NOT a policy issue. Voting will be by ballot if more than one individual has been nominated for a position.

SECTION C: Term of office - The term of office shall be two (2) years and shall commence on the first day of the calendar year following election. Terms shall terminate on the last day of the second calendar year following that officer's election. Election rotation shall be Chair and Secretary for terms beginning in odd numbered years and Vice-Chair during terms beginning in even numbered years. Officers are eligible to succeed themselves provided no person hold the same office for more than two (2) consecutive terms.

SECTION D: Duties and responsibilities

- (1) Chair – Convene and preside at meetings; be the SNCO-RVOAD principal representative and spokesperson; form ad hoc committees and assign committee leadership; delegate tasks; provides overall leadership.
- (2) Vice Chair – Assume the duties of Chair in his or her absence.
- (3) Secretary - Performs duties as implied by the title. Serves as chairperson in the absence of the Chair and Vice-Chair.

SECTION E: Resignation - An officer may resign by submitting a resignation in writing to either the Chair or the Secretary. In the event of the resignation of the Chair, the Vice-Chair shall assume the duties of Chair. Other officer vacancies shall be filled by appointment by the Chair after consultation with the Executive Committee or by the Executive Committee in the absence of a Chair. Officers so appointed shall serve until the end of the term for which appointed.

SECTION F: Nominations - The Chair shall request nominations at least two months prior to the meeting which new officers will be elected. All nominations will be submitted to the Nominations Coordinator, to be appointed by the Chair, who will then meet with each prospective candidate prior to their name being submitted for a vote.

ARTICLE VI – COMMITTEES

SECTION A: Executive Committee

(1) General - The membership of the Executive Committee shall consist of the SNCO-RVOAD Chair, Vice-Chair, and Secretary, the Chairs of all standing committees.

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(2) Purpose - The purpose of the Executive Committee is to expedite the order of business at the regular membership meetings by considering and referring appropriate matters of business to the full membership for consideration and action. The Executive Committee shall also consider all business requiring attention during the interval between regular meetings of SNCO-RVOAD. In an emergency, the Executive Committee may make and act upon decisions affecting the entire organization. Decisions so made shall be presented to the membership at the next regular or special meeting for approval.

SECTION B: Other Committees - No standing committee, other than the Executive, is established in these articles of organization. Standing committees may be established by the Executive Committee to meet the needs of the organization. The Chair may appoint additional committees to accomplish specific tasks of the organization. Subcommittees may be appointed at the discretion of the committee chairs.

ARTICLE VII - FINANCE

SECTION A: Any person or organization wishing to make a financial or in kind donation will be directed to one or more of the SNCO-RVOAD member organizations.

ARTICLE VIII - RATIFICATION OF SNCO-RVOAD BYLAWS

SECTION A: These bylaws, and any proposed changes, shall become effective immediately upon ratification by a majority vote of the Regular Membership eligible to vote on policy issues present at the meeting at which the vote is taken. Bylaws changes must be promulgated to the entire membership at least two weeks prior to the meeting at which a vote is scheduled. Proposed bylaws MAY be amended from the floor.

Steven L. Christenberry
SNCO-RVOAD Chair

Date

Tom Baumgartner
SNCO-RVOAD Vice Chair

Date

Carolyn Buono
SNCO-RVOAD Secretary

Date

Revised 12-9-10
Revised 12-22-11