



San Diego and Imperial Counties VOAD By-Laws

Key Principles

VOADs at all levels exist to foster better service by their members to communities struck by disaster. They do this through preparedness activities (both planning amongst themselves and by education in the general public); responding to, and helping communities recover from, disasters. They do this by adhering to four core values: Cooperation, Communication, Coordination, and Collaboration.

- Cooperation – By cooperation we mean the affirmation that we need each other. No member organization is complete and has the total answer for the challenges we face. VOAD members understand each other as partners.
- Communication – By communication we mean the regular sharing of information about our member organizations; their capacities, their accomplishments and their commitments. We maintain effective channels for sharing information. We listen carefully to each other. We deal openly with conflict.
- Coordination – By coordination we mean that we will in good faith support each other and not compete or work at cross purposes in delivering quality services to disaster victims. We will strive to match services to need. Through planning and preparation, we will equip ourselves to provide a coordinated response in times of disaster.
- Collaboration – By collaboration we mean the dedication to work together to achieve specific goals and to undertake specific projects.

VOADs support the delivery of disaster services by their members; they do not themselves deliver the response and/or recovery service. They do not assume for themselves roles filled by their members. The VOAD role is to coordinate planning and preparation in advance of disaster incidents and operations. When an incident happens, the role of the SDI VOAD president is to convene the SDI VOAD to discuss the status of the disaster and the status of the member organizations, and to deliberate over the Long-Term Recovery needs of the community in question.

Structure

- I. Membership – There will be two forms of membership, full and affiliate.
 - A. Full Membership shall be admitted to two types of organizations.
 1. Organizations that are members of NVOAD
 2. Organizations that have both:

- a. A disaster services policy and program statement (be it preparedness, response, recovery, or any combination thereof)
 - b. Are voluntary, 501 (c) (3), non-profit agencies
 - B. Affiliate Membership consists of any organization that has an interest in disaster service to the community. Examples of affiliate members could include government, labor, business, and any other group that wants to contribute to the community in time of disaster.
- II. Voting – Only full members can vote.
- III. Executive Committee – This group will meet between regularly scheduled meetings of SDIVOAD. It will prepare for SDIVOAD meetings, guide committees that SDIVOAD has created, and complete such tasks as the membership of SDIVOAD has given to it. It shall be made up of the officers of SDIVOAD. Representatives from public emergency management agencies may meet with the officers at the Executive Committee Meetings.
- IV. Officers – Officers will serve for two year terms, and no one organization can have more than one of its representatives serve as an officer simultaneously. Only organizations with full membership can supply officers. Officers shall consist of:
 - A. President – The president of SDIVOAD shall call regular meetings of SDIVOAD and special meetings in time of disaster. This person will preside over all meetings, unless he/she is absent. The president will also attend all SCVOAD meetings, or will appoint the Vice President, or in the absence of the Vice President another member of SDIVOAD.
 - B. Vice President – The Vice President will serve in the absence of the President. This person will also be the organization’s parliamentarian.
 - C. Secretary – The Secretary will compile and distribute agendas, minutes, contact lists, and all other such items of communication for the organization.
 - D. Treasurer – This office will be filled only when SDIVOAD has monies in its possession. This officer will maintain SDIVOAD’s funds in an account within the officer’s own organization’s financial structure, and report at every SDIVOAD meeting the organization’s financial status.
- V. Election of Officers – Officers shall be elected in June of odd numbered years, and shall take office on July 1.
 - A. Nominating Committee – A Nominating Committee shall be chosen by the President. The committee shall make its report at the May Membership Meeting in each odd numbered year. The Nominating Committee shall secure the consent of each person nominated prior to making its report.
 - B. Nominations from the floor – Nominations for any office may be made from the floor at the June meeting. The nominee’s consent shall be obtained before the person is nominated.
 - C. Filling of Vacancies – When any office is vacated, the President shall make this fact known to the membership, and shall chose a nominating committee. The Nominating Committee shall make its report at the next membership meeting. Nominations shall be accepted from the floor, and an election shall be held at the next meeting following the Nominating Committee Report. The nominee’s consent shall be obtained before the person is nominated.

- VI. Dues – Dues will be assessed only with the approval of two-thirds of the SDIVOAD voting membership, and will be maintained by the treasurer.
- VII. Meetings – It is recommended that SDIVOAD hold regularly scheduled meetings every two months, but the voting membership may choose to meet either more, or less, often. Representatives from public emergency management agencies will attend SDIVOAD meetings. SDIVOAD meetings will proceed under the simplified Roberts Rules of Order.
- VIII. VOAD Relations – The SDIVOAD By-Laws must comply with the requirements set forth by the state VOAD (SCVOAD), and the national VOAD (NVOAD). No documents or activities can violate the rules set forth by those two organizations.
- IX. Committees – Committees may be created at the discretion of the President, and will report on all activities to all members of SDIVOAD.
- X. Inclusivity – In keeping with the requirements of SCVOAD and NVOAD, the activities of SDIVOAD will be undertaken without discrimination according to race, gender, creed, or age.
- XI. Amendments – Amendments to the SDIVOAD By-Laws will be presented to and considered by the Executive Committee, and ratified by a two-thirds majority of the member organizations present at an SDIVOAD meeting.