

**BOLLINGER, CAPE, PERRY AND SCOTT COUNTIES VOLUNTARY  
ORGANIZATIONS ACTIVE IN DISASTER (COAD)**

**BY-LAWS**

**Article I: GENERAL**

**Purpose and Objectives of the Bollinger, Cape, Perry, and Scott Counties COAD:**

The Bollinger, Cape, Perry, and Scott Counties COAD coordinate planning efforts by many voluntary organizations responding to disaster. Member organizations provide more effective and less duplication in service by getting together before disasters strike. Once disasters occur, the Bollinger, Cape, Perry and Scott Counties COAD encourages members and other voluntary agencies to convene on site. This cooperative effort has proven to be the most effective way for a wide variety of volunteers and organizations to work together in a crisis.

The Bollinger, Cape, Perry and Scott Counties COAD serve member agencies through:

A. **Cooperation:** To create a climate for cooperation, sharing information and meeting together periodically.

B. **Coordination:** To foster common understanding, develop advocacy and deliver services in an integrated manner.

C. **Communication:** To publish and disseminate information, and a directory of member organizations and resources.

D. **Education:** To increase mutual awareness and understanding of each organization.

E. **Leadership Development:** To share resources and support activities to build better leadership within member organizations.

F. **Mitigation:** To embark upon activities that will lessen the impacts of disasters on communities throughout the four county areas.

G. **Outreach:** Conduct proactive efforts to bring new members to the organization and encourage representation throughout the four county areas.

H. **Convention Mechanism:** To arrange for such meetings, task forces and conferences as necessary to accomplish the purpose of the Bollinger, Cape, Perry and Scott Counties COAD. This applies to planning and preparedness as well as initiating direct response.

### **Section A - Name**

The name of this organization is the Bollinger, Cape, Perry and Scott Counties Voluntary Organization Active in Disaster (Bollinger, Cape, Perry and Scott Counties COAD). The Bollinger, Cape, Perry and Scott Counties COAD is a sub-state counterpart of the Missouri Voluntary Organizations Active in Disaster (MOVOAD).

### **Section B - Address**

The Bollinger, Cape, Perry and Scott Counties COAD mailing address will be that of the Chairperson of the Bollinger, Cape, Perry and Scott Counties COAD.

## **Article II: MEETINGS, MEMBERSHIP, & VOTING**

### **Section A - Meetings**

(1) Regular meetings shall be conducted no less than quarterly.

(a) Requests for special meetings may be made to any Bollinger, Cape, Perry and Scott Counties COAD officer by any member. The officer will poll the Executive Committee by telephone, and if a majority of the Executive Committee concurs, the special meeting will be called.

(2) The annual meeting shall take place during the first quarter of the calendar year.

(3) Email notice to all members one week in advance shall constitute proper notice for the conduct of business at any regular or annual meeting.

(4) Roberts Rules of Order shall be considered the general rules for the conduct of meetings.

### **Section B - Membership**

Membership Requirements: Membership is open to individuals from organizations with a stated policy of resource commitment (i.e., personnel, funds, equipment or expertise) to meet the needs of people affected by disaster, without discrimination and meet all of the criteria for membership. Individual membership may be granted to individuals not associated with an organization, who have a demonstrated skill, resource or special knowledge to contribute in times of disaster.

(1) Criteria of Membership:

- Compliance with the general membership requirements and agreement with the purpose and program of the Bollinger, Cape, Perry and Scott Counties COAD.
- Willingness to participate in committing resources to carry out the functions of the COAD.
- Representation at the annual meeting by a designated representative
- Representation at other meetings called by the organization.

(2) Applications:

(a) Individuals requesting membership may apply to any officer of the Bollinger, Cape, Perry and Scott Counties COAD. They will submit an application form approved by the Executive Committee

- A summary of their organization's program and policies regarding disaster services. (NOTE: Agencies belonging to NVOAD need not attach a program and policy statement as these are necessary to become members of NVOAD)

(b) The officer will present the application and materials to the Executive Committee for review.

(c) The Executive Committee will make a recommendation on membership acceptance.

(3) Termination:

Membership in Bollinger, Cape, Perry and Scott Counties COAD may be terminated by:

(a) The voluntary withdrawal of the organization by submission of a letter of separation; or

(b) Failure to meet the conditions of membership; or

(c) Conduct contrary to the purpose and objectives of the Bollinger, Cape, Perry and Scott Counties VOAD as verified by the Executive Committee.

### **Section C - Voting**

(1) Each agency shall have only one vote on any issue.

(2) Five member organizations must be present to constitute a quorum at any regular/annual meeting. Three member organizations must be present to constitute a quorum at any Executive Committee meeting.

### **Article III: LEADERSHIP & STANDING COMMITTEES**

The Leadership of Bollinger, Cape, Perry and Scott Counties COAD shall consist of a Chairperson, Vice-Chairperson, Secretary, Chairperson Emeritus and one at large member. Their duties and responsibilities are as follows:

**Chairperson** presides at meetings, acts as spokesperson and representative, delegates tasks, convenes meetings, and provides leadership.

**Vice-Chairperson** acts in place of Chairperson in their absence.

**Secretary** maintains the membership database, keeps minutes of all general membership and executive committee meetings, and maintains archives.

**Chairperson Emeritus** is the most recent past Chairperson. Duties include offering guidance and direction to the Chairperson.

**At Large Member** is responsible for voting in Executive Committee meetings.

### **Section A - Term of Office**

The term of office shall commence following the annual meeting election of new officers and shall run for one year through the next annual meeting election of new officers. The officers are eligible to succeed themselves; provided, however, that no person may hold the same office for

more than three (3) consecutive terms. An officer may resign by submitting a resignation in writing to either the Chairperson or Secretary. In the event of the resignation of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson. Officer vacancies shall be filled by appointment of the Chairperson. Such appointed officers will serve until the next regular election.

### **Section B - Executive Committee**

The membership of the Executive Committee shall consist of the Bollinger, Cape, Perry and Scott Counties COAD Chairperson, Vice Chairperson, Secretary, Chairperson Emeritus and one member at large. An organization may not have more than one member on the Executive Committee.

### **Section C – Long Term Recovery Committee**

The membership of the Long Term Recovery Committee shall consist of members from the respective county affected by any disaster or by regional partners who are members of the Bollinger, Cape, Perry and Scott Counties COAD. In the event of a regional disaster membership of the Long Term Recovery Committee may consist of any members from the affected counties. Leadership for the Long Term Recovery Committee shall consist of individuals residing/employed in the affected county. Leadership of the Long Term Recovery Committee will be voted on by the membership of the Bollinger, Cape, Perry and Scott Counties COAD at the most convenient date of a meeting immediately following a disaster.

### **Article IV: BUDGET & FINANCE**

The Bollinger, Cape, Perry and Scott Counties COAD is not a fund-raising or disbursing organization. Any funds received will be used to provide services as determined by the Long Term Recovery Committee during the time of an active disaster. The Community Caring Council of Cape Girardeau shall act as the fiscal agent on behalf of the Long Term Recovery Committee. During disasters affecting counties other than Cape Girardeau, the leadership of the LTRC may request a fiscal agent from the affected county if they so choose.

### **Article V: AMENDMENTS**

Amendments to these by-laws may be made by a two-thirds vote at any regular meeting with fourteen day prior notice to members of a meeting with agenda items to amend these by-laws.