

1 OHIO VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

2 (OHIO VOAD) BYLAWS

3 Revised: November 19, 2009

4 Article I. NAME AND RELATIONSHIP

5 Section A. The name of this organization is the Ohio Voluntary Organizations Active in Disaster  
6 hereafter referred to as Ohio VOAD is chartered as a State Membership member of the  
7 National Voluntary Organizations Active in Disaster, Inc. referred as (NVOAD).  
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10 Section B. Ohio VOAD is organized exclusively for charitable, religious, educational, and  
11 scientific purposes, and for the receiving of resources and their distribution to  
12 organizations that qualify as exempt organizations under section 501(c)(3) of the  
13 Internal Revenue Code, or corresponding section of any future Federal tax code, or  
14 are contractual members of Ohio VOAD.  
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16 Section C. The business address will be the address of the current secretary as provided on  
17 the attached roster of elected officials and organizational membership  
18 representatives, (Appendix A)  
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20 Section D. All volunteer organizations, that do not conflict with the rules and regulations of  
21 Ohio VOAD, active in disaster are eligible for inclusion within the state of Ohio  
22 in Ohio VOAD.  
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24 Article II. PURPOSE

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26 The purpose of this organization shall be to coordinate voluntary organizations active in  
27 disaster response to foster more effective response to the people of Ohio in time of  
28 disaster through:  
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30 Cooperation (creating a climate for cooperation, information and meeting together)

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32 Coordination (fostering a common understanding and providing a liaison with public  
33 offices)  
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35 Communications (publishing and disseminating information)

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37 Education (increasing mutual awareness and understanding of each organization and  
38 encouraging effective disaster relief)  
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40 Convening Mechanisms (arranging meetings, conferences and training as necessary).  
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42 Ohio VOAD seeks to facilitate the availability of needed services and to encourage  
43 uniform, impartial provision of these services.

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### Article III. MEMBERSHIPS

Section A. Ohio VOAD is not intended to be a competing agency but should be thought of as an umbrella organization of existing agencies. Each member agency maintains its own identity and independence yet works closely with other agencies to improve service and eliminate unnecessary duplication.

Section B. Organizations eligible for membership are those with not-for-profit structures with a stated policy of commitment of resources to meet the needs of people affected by a disaster without discrimination.

#### Section C. Membership Level, Definitions and Dues

Membership in Ohio VOAD shall be at least, but not limited to, one representative from each of the agencies present in the state that are members of NVOAD. Additional volunteer organizations in Ohio that do not conflict with the rules and regulations of Ohio VOAD may be accepted as approved by the membership. Any number of representatives may attend regular and annual meetings, with voice, with the provision that each member organization will have only one (1) vote.

A. Membership will be divided into five classes: full, associate, partner, affiliate and contractual memberships

#### B. Membership Guidelines:

##### 1. Full Member

- a. Maintains its own identity and independence yet works closely with other agencies to improve service and eliminate unnecessary duplication.
- b. Is a not-for-profit agency/organization, qualified under the Internal Revenue Service Code 501(c)(3), with a stated policy of commitment of resources to meet the needs of people affected by a disaster without discrimination.
- c. Shall have voice and one vote on all issues.
- d. Shall receive all communications (newsletters, emails, letters, fliers, etc.)
- e. Shall be permitted to add a link on the Ohio VOAD web site to their organization/agency.
- f. Shall be eligible for scholarships (as available) to attend national meeting and trainings.

##### 2. Associate Member

- a. Maintains its own identity and independence yet works closely with other agencies to improve service and eliminate unnecessary duplication.
- b. A state incorporated organization serving the State of Ohio and functioning as a not-for-profit agency/organization not having an independent Internal Revenue 501 (c) (3) status or may be operating under the umbrella of a parent corporation having Internal Revenue Service Code 501(c)(3) but does with a stated policy of commitment of resources to meet the needs of people affected by a disaster without discrimination.
- c. Shall have voice and one vote on all issues.
- d. Shall receive all communications (newsletters, emails, letters, fliers, etc.)

- 92  
93 e. Shall be eligible for scholarships (as available) to attend national meetings and  
94 trainings.  
95

96 3. Partner Member

- 97 a. May or may not qualify as a not-for-profit agency/organization under the  
98 Internal Revenue Service Code 501(c)(3) but does with a stated policy of  
99 commitment of resources to meet the needs of people affected by a disaster  
100 without discrimination – examples: individual churches, committees,  
101 commissions, offices (not individuals).  
102 b. Shall have voice and one vote on all issues.  
103 c. Shall receive all communications (newsletters, emails, letters, fliers, etc.)  
104

105 4. Affiliate Member

- 106 a. Governmental agencies such as, but not limited to, Federal Emergency  
107 Management Agency (FEMA), Ohio Emergency Management Agency  
108 (OEMA), and county emergency management agencies (EMA).  
109 b. Shall have voice on all issues but no vote.  
110 c. Shall receive all communications (newsletters, emails, letters, fliers, etc.)  
111 d. Shall be permitted to add a link on the Ohio VOAD web site to their  
112 organization/agency.  
113

114 5. Contractual Member

115 a. Definition of Contractual Member

- 116 i. Have not independently secured 501(c)(3) status.  
117 ii. Shall have a stated policy of commitment of resources to meet the needs of  
118 people affected by a disaster without discrimination  
119 iii. Shall be an informal organization with elected officers, bylaws and mission  
120 statement  
121 iv. If applicant seeks to be an Long Term Recovery Committee with Ohio VOAD  
122 501(c)(3) approval, it must function in keeping with the intentions of the Church  
123 World Service Emergency Response Program Training  
124 and Resources, National VOAD and Ohio VOAD LTRO (LTRO) guidelines  
125 shall be included with membership application form.  
126

127 b. Application Procedure

- 128 i. Original application form is to be submitted to the Ohio VOAD Membership  
129 Chair with all supporting documentation to include:  
130 (1) Contact Person with:  
131 (a) Name  
132 (b) Position in organization  
133 (c) Address  
134 (d) Home & cell phone  
135 (e) E-mail address  
136 (2) Elected officers  
137 (3) List of membership  
138 (4) Bylaws  
139 (5) Mission statement

- 140 ii. Membership application is subject to final review and consent by Ohio  
141 VOAD membership chair concurred by the Ohio VOAD membership  
142 committee, concurred by the Ohio VOAD membership and approved by  
143 the Ohio VOAD board of directors.  
144
- 145 c. Members Privileges
- 146 i. Shall be eligible for 501(c)(3) status under the Ohio VOAD umbrella, upon  
147 application and recommendation of board and acceptance by membership  
148 ii. Shall have voice and one vote on all issues except any that may have a conflict  
149 of interest.  
150 iii. Shall receive all communications (newsletters, emails, letters, fliers, etc.)  
151 iv. Shall be permitted to add a link on the Ohio VOAD web site.  
152 v. Shall be eligible for scholarships (as available) to attend national meetings and  
153 trainings.  
154
- 155 d. Financial Responsibilities
- 156 i. Annual dues shall be paid as set by Ohio VOAD as well as any other  
157 organization fees (e.g. audit fees)  
158 ii. Annual dues shall be paid no later than 4 weeks following the summer Ohio  
159 VOAD quarterly meeting to maintain contractual membership in good  
160 Standing  
161 iii. Quarterly financial reports, subject to future change, to be submitted to the  
162 Ohio VOAD LTRC committee and a copy sent also to the Ohio  
163 VOAD finance director  
164 iv. An annual audit by the Ohio VOAD finance committee, or designation,  
165 shall be performed within 4 weeks following the summer Ohio VOAD  
166 quarterly meeting of all financial records.  
167 v. When a contractual organization opens a bank account, the bank signature  
168 card must include the Ohio VOAD treasurer or a board approved designee.  
169
- 170 e. Reporting Obligations- (to be made to the Ohio VOAD LTRC chair-  
171 e-mail submission is acceptable)
- 172 i. Roster of membership and officers submitted after each election with  
173 identified contact person and contact information.  
174 ii. Minutes of all meetings.  
175 iii. Other reports as outlined in the Church World Service Emergency  
176 Response Program Training and Resources and National VOAD  
177 LTRC guidelines and as requested by the Ohio VOAD LTRC  
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- 180 f. Contractual organizations shall have a representative present at each Ohio VOAD  
181 quarterly meetings prepared to offer a verbal report on status of  
182 activities.  
183
- 184 g. All contracts and agreements established by a contractual member are subject  
185 to review and consent by the Ohio VOAD LTRC committee.  
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188 h. Failure to faithfully follow these guidelines shall be:

189 First two (2) violations-

- 190 (1) Ten (10) days to correct any portion(s) of violation(s). In the event of an  
 191 unforeseen event, a petition to the Ohio VOAD LTRC committee  
 192 requesting an extension of time may be requested.  
 193 (2) If reported violation(s) are not corrected within this time period,  
 194 termination recommendation of Ohio VOAD membership, with no  
 195 refunds from the Ohio VOAD treasury, shall occur.  
 196 i. Upon the third (3) violation-immediate termination from Ohio VOAD  
 197 membership, with no refunds from Ohio VOAD treasury, shall occur.  
 198 ii. Immediate termination recommendation if adherence to above notice  
 199 provisions could result in jeopardy to Ohio VOAD's 501(c)(3) status.  
 200 iii. Upon notification of termination from Ohio VOAD membership, former  
 201 contracted members shall IMMEDIATELY cease the usage of Ohio  
 202 VOAD's 501(c)(3) identification in ANY form, e.g., but not limited to,  
 203 banking accounts and grant acquisition. Failure to comply may result in  
 204 legal consequences.  
 205 iv. Any infraction that shall result in jeopardy to Ohio VOAD's 501 (c) (3)  
 206 shall be cause for immediate termination recommendation.  
 207

208 C. Member organizations are required to pay annual dues to help cover the cost of  
 209 operation, i.e., postage, printing, and other administrative costs. Ohio VOAD will  
 210 notify when dues are decided and shall be due upon receipt of notification  
 211

212 D. In concurrence with the annual budget, the finance chair will recommend to the  
 213 board of directors for their approval, and the general membership's agreement for  
 214 any changes to set amounts for dues with these percentages for each membership  
 215 level.  
 216

- 217 1. Full Member – dues: 100% of set annual dues  
 218 2. Associate Member – dues: 50% of set annual dues  
 219 3. Partner Member – dues: 25% of set annual dues  
 220 4. Affiliate Member – dues: none  
 221 5. Contractual Member – dues: 50% of set annual dues.  
 222

223 Section D. Membership will be contingent upon the conditions specified in the above  
 224 paragraphs and other such criteria as established by Ohio VOAD in the guidelines.  
 225 (Appendix B)  
 226

227 Section E. Member organizations are expected to have representation at each regular meeting of  
 228 Ohio VOAD. This representative shall have been elected or certified by the member  
 229 organization to act as such representative. If any member of the organization is not  
 230 represented at two (2) consecutive meetings without notification to the Ohio VOAD  
 231 secretary and/or membership chair, the Chair of Ohio VOAD will refer this lack of  
 232 attendance to the membership chair.  
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- 236 Article IV. MEETINGS  
237
- 238 Section A. There will be minimum of quarterly, regular business meetings of Ohio VOAD per  
239 calendar year. The annual meeting will take place coincident with the last quarterly  
240 regular meeting of the calendar year.
- 241 Section B.  
242 Notification of meetings by mail or electronic communication no less than  
243 two (2) weeks in advance to all members shall constitute proper notice for the  
244 conduct of business at any quarterly or annual meeting.  
245
- 246 Section C. Decisions on any question at a meeting of Ohio VOAD shall be made by simple  
247 majority vote (51%) of the member organizations present and voting. Meeting site and  
248 date may be decided as a final act of business at each current meeting or delegated to be  
249 decided by the Ohio VOAD board of directors.  
250
- 251 Section D. Unless otherwise stated by the bylaws, current edition of Roberts Rules of Order shall  
252 be considered the general rule for the conduct of meetings.  
253
- 254 Section E. Minutes will be taken by the Ohio VOAD secretary or a member designated by the  
255 chair in the secretary's absence, shall be distributed by mail or electronic  
256 communications and approved at the next quarterly meeting.  
257
- 258 Section F. A quorum for the purposes of conducting business is defined as two members of the  
259 board of directors included in the twenty five percent (25%) of the representation from  
260 those groups in attendance and certified by the membership director  
261 on the basis of paid dues and regular attendance in accordance Ohio VOAD Guidelines  
262 established annually. (Appendix B)  
263
- 264 Section G. Special Meetings may be called at the discretion of the board of directors with as  
265 much notice as is practical noting the purpose of the gathering.  
266
- 267 Article V. FUNCTION IN DISASTER  
268
- 269 Section A. Ohio VOAD, represented by the chair, or his/her designee, will see to the best of his or  
270 her ability to coordinate the efforts of the member organizations.  
271
- 272 Section B. Members and associate members, are expected to provide a contribution to a source  
273 book to be available for use at the Ohio Emergency Management Agency/Operation  
274 Center at the Ohio VOAD emergency desk that describes contact people, phone  
275 numbers, and descriptions of disaster response capabilities.  
276
- 277 Article VI. NOMINATIONS  
278
- 279 Section A. Membership of the nominating committee shall consist of representation from three (3)  
280 member organizations of Ohio VOAD and two (2) from the Ohio VOAD board of  
281 directors appointed by the chair, at the spring quarterly meeting of Ohio VOAD for the  
282 purpose of providing the broadest representation from the state as possible.  
283

- 284 Section B. The nominating committee shall serve only until an election takes place.  
285
- 286 Section C. The nominating committee will propose appropriate candidates for the board of  
287 directors' positions to the larger body of Ohio VOAD for election at the fall annual  
288 meeting each year. Nominations will be to three classes of three (3) years each, and  
289 such classes shall overlap so that at no time will all terms expire at the same time. Each  
290 class will be elected every third year. The chair, vice chair and secretary will be in  
291 separate classes. The treasurer and financial committee chair will be in separate classes.  
292
- 293 Section D. It is encouraged that, if possible, one person per member organization hold any of the  
294 various offices on the board of directors so as to attain as broad a representation as  
295 possible of the full membership.  
296
- 297 Section E. Election is to a specific office and does not preclude any member from being elected to  
298 a different office in a consecutive election.  
299
- 300 Section F. The board of directors will be elected at the fall annual meeting and will begin their  
301 terms of service after that annual meeting.  
302
- 303 Article VII. BOARD OF DIRECTORS  
304
- 305 Section A. The board of directors shall consist of the twelve (12) officers: chair, vice chair,  
306 treasurer, secretary, parliamentarian, and communications, education,  
307 finance, government relations, long term recovery committee, membership, and  
308 publicity. (Appendix C)  
309
- 310 Section B. Term of office is for three years with a maximum of two consecutive terms.  
311 However, because of the concern for continuity with a wide variety of with agencies  
312 and individuals, the officers' terms may be extended by vote of the majority of those  
313 organizations present and voting at the annual meeting.  
314
- 315 No officer shall be eligible to serve for more than three (3) consecutive terms in the  
316 same office. An officer who has served more than half a term is considered to have  
317 served a full term in that office.  
318
- 319 Section C. The board of director shall have the responsibility to fill vacancies in its elected  
320 membership that may occur between annual meetings. These vacancies shall be filled  
321 by a 2/3 affirmative vote of the board directors. The person appointed shall complete  
322 the un-expired term and have the opportunity to run for a consecutive term.  
323
- 324 Removal of Board of Directors member:  
325 A board member may be removed by a two thirds (2/3) vote of the board members  
326 present and voting. Recall elections, held by the membership, shall be conducted within  
327 thirty (30) days of the presentation to the chair of a petition signed by one-half of the  
328 organizations members qualified to vote. Board member under consideration for  
329 removal shall be notified no less than two (2) weeks before the vote. Such removal or  
330 recall of a board member shall be without prejudice to the contract rights, if any, of the  
331 person so removed.

- 332 Section D. Meetings of the board of directors may be called by the board chair, vice-chair or any  
 333 two (2) board members.  
 334  
 335 Meetings of the directors may be held at the appointed place, including by means of  
 336 mail and/or electronic communication. Participation in a meeting of electronic  
 337 communications constitutes presence at the meeting.  
 338  
 339 A. Each board member will present a written report at the quarterly board and  
 340 membership meetings.  
 341  
 342 B. The board of directors, at their quarterly meetings, shall include, but not be  
 343 limited to  
 344  
 345 1. Plan the general membership quarterly meetings.  
 346 2. Developing training components under the guidance of the education committee  
 347 chair for the general membership quarterly meetings.  
 348
- 349 Section E. The board of directors shall have the authority to act for Ohio VOAD between  
 350 quarterly meetings within the adopted guidelines of the organization.  
 351
- 352 Section F. A member of the Ohio Emergency Management Agency is invited to serve as an ex  
 353 officio, non-voting member of the board of directors.  
 354
- 355 Section G. Each board member may appoint a committee, to be reported by the next scheduled  
 356 meeting of the board of directors following the annual election, to assist each board  
 357 member in fulfilling their responsibilities of office.  
 358
- 359 Section H. The board of directors will be responsible for establishing a set of policies and  
 360 procedures for the day to day operations of Ohio VOAD.  
 361 1. The policies and procedures may be reviewed and altered throughout the year  
 362 under the direction of the board of directors and the approval of the general  
 363 membership  
 364 2. The policies and procedures are authorized by Ohio VOAD's Bylaws and  
 365 amenable to those bylaws.  
 366
- 367 Section I. Only board members have vote in board of director meetings while all others may have  
 368 voice. A quorum of one half of the directors is necessary for the conduct of business in  
 369 the board of directors' meeting.  
 370  
 371 Participation by a voting member at a meeting through the use of any of the means of  
 372 communication described in this division constitutes presence in person of that voting  
 373 member at the meeting for the purposes of determining a quorum.  
 374  
 375
- 376 Article VIII. OFFICERS  
 377  
 378 A. Chair  
 379 The Chair shall be the principal executive officer of the Ohio VOAD and, subject to

380 the control of the board of directors, shall in general supervise and control all of the  
 381 business and affairs of the Ohio VOAD. He or she shall preside at all meetings of the  
 382 organizations and of the board of directors. He or she may sign any document or  
 383 instruments which the board of directors have authorized to be executed, except in cases  
 384 where the signing and execution shall be expressly delegated by the directors or by  
 385 these Bylaws to some other officer or agent of the Ohio VOAD, or shall be required by  
 386 law to be otherwise signed or executed. He or she shall in general perform all duties  
 387 incident to the office of the chair and such other duties as may be prescribed by the  
 388 board of directors from time to time.

389  
 390 B. Vice Chair

391 The vice chairman shall preside at meetings of the members and of the board of  
 392 directors in the absence of the chair. The vice chair shall assume the position of the  
 393 chair at the end of the chair's term of office or in event that the chair fails to complete  
 394 his/her term. The vice chair shall also perform such other duties as may be assigned by  
 395 the chair or by the board of directors. Vice chair shall assume the responsibility for the  
 396 Ohio Emergency Management Agency emergency operation center desk, the Response  
 397 Protocols, matrix, and other disaster related information or projects. He or she shall  
 398 chair the Bylaw, Policies and Procedures committee.

399  
 400 C. Secretary

401 The secretary shall see that all notices are duly given in accordance with the provisions  
 402 of these bylaws or as otherwise required. The secretary shall have custody of the Ohio  
 403 VOAD records. He or she shall maintain a registry of postal addresses for each member,  
 404 and official representative of each member, and board of director, which shall be  
 405 furnished to him or her by such member organization and the board member. He or she  
 406 shall in general perform the duties incident of the offices of the secretary and such other  
 407 duties as from time to time may be assigned to him or her by the chair or by the board  
 408 of directors.

409  
 410 D. Treasurer

411 The treasurer shall have charge and custody of and be responsible for all funds of  
 412 Ohio VOAD. He or she shall receive and give receipts for moneys due and payable to  
 413 Ohio VOAD from any source. He or she shall deposit all such moneys in the name of  
 414 Ohio VOAD in such banks, trust companies or other depositories as shall be selected in  
 415 accordance with these bylaws. He or she shall work with the finance committee chair to  
 416 prepare for the audit. He or she shall in general perform all of the duties incident to the  
 417 office of treasurer and such other duties as from time to time may be assigned to him or  
 418 her by the chair or by the board of directors.

419  
 420 Article IX. COMMITTEES

421 Standing Committees: The following committees shall exist as the standing committees  
 422 of the organization:

- 423  
 424 1. BYLAWS, POLICIES AND PROCEDURE: This committee shall be chaired by  
 425 Vice chair and Parliamentarian being responsible to create, provide the  
 426 oversight, review and submit By Laws and policies and procedures to the  
 427 General Membership for their approval.

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2. EDUCATION: This committee shall be chaired by the Education Chair providing opportunities for Ohio VOAD members and the general public to learn about each others mission, their roles in a disaster and provide information about the state emergency operations and how Ohio VOAD can assist in a disaster situation.
  3. FINANCE: This committee shall be chaired by the Finance Chair and is responsible for the fiscal policy and engagement of the auditing process.
  4. GOVERNMENT: This committee shall be chaired by the Government Chair and provide assistance and information about Ohio VOAD to government agencies.
  5. LONG TERM RECOVERY COMMITTEE:  
This committee shall be chaired by the LTRC Chairman with the purpose of assisting with the development and maintained of LTRC or other groups following a disaster.
  6. MEMBERSHIP: This committee shall be chaired by the Membership Chair to provide information about Ohio VOAD to perspective members, recruit new members and follow up on inactive members.
  7. PARLIAMENTARIAN: The parliamentarian shall be responsible for advising and training all members according to the current edition of Robert's Rules of Order. He or she shall conduct conflict resolution at board of Director and general membership meetings.
  8. PUBLICITY: This committee shall be responsible for the dissemination of public information and the public voice of Ohio VOAD at all times.
  9. COMMUNICATION COMMITTEE: This committee shall be chaired by the Communication chair and will be responsible for electronic communications inside Ohio VOAD membership and maintenance of Ohio VOAD website.
  10. SPECIAL OR AD HOC COMMITTEE: A special committee is appointed by the general membership as the need arises to carry out a specific task. At the completion of their work a final report to the assembly the committee automatically ceases to exist.

469 Article X. BUDGET AND FINANCE  
470 Section A. Ohio VOAD may conduct fund-raising, distribution of funds and grants under the  
471 policies and procedures of the Ohio VOAD 501(c) (3) non-profit incorporation  
472 policies and procedures.  
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- 476 Section B. Budget: The finance committee chair will create, develop, present, and monitor the  
 477 annual budget of Ohio VOAD. The budget will be approved or recommendations given  
 478 by the board of directors with the concurrence of the general membership at the fall  
 479 annual meeting.  
 480
- 481 Section C. No part of the net earnings of the Ohio VOAD shall inure to the benefit of, or be  
 482 distributable to its members, trustees, directors, or other private persons, except that the  
 483 organization shall be authorized and empowered to pay reasonable compensation for  
 484 services rendered and to make payments and distributions in furtherance of the purposes  
 485 set forth in the purpose clause hereof. No substantial part of the activities of the Ohio  
 486 VOAD shall be the carrying on of propaganda, or otherwise attempting to influence  
 487 legislation, and the Ohio VOAD shall not participate in, or intervene in (including the  
 488 publishing or distribution of statements) any political campaign on behalf of any  
 489 candidate for public office. Notwithstanding any other provision of this document, the  
 490 organization shall not carry on any other activities not permitted to be carried on (a) by  
 491 an organization exempt from federal income tax under section 501(c)(3) of the Internal  
 492 Revenue Code, or corresponding section of any future federal tax code, or (b) by an  
 493 organization, contributions to which is deductible under section 170(c)(2) of the Internal  
 494 Revenue Code, or corresponding section of any future federal tax code.  
 495
- 496 Section D. Ohio VOAD funds shall be managed by the Ohio VOAD treasurer, accounted for  
 497 under the oversight of the finance director, reviewed by the board of directors and  
 498 presented for approval and/or recommendations by the majority of the voting members  
 499 present at each quarterly meeting.  
 500
- 501 Section E. An annual audit will be conducted upon the treasury under the guidance of the finance  
 502 director prior to the Annual Meeting of Ohio VOAD, reviewed by the board of  
 503 directors, and presented for approval and/or recommendation at the annual meeting of  
 504 the general membership. The fiscal year of the treasury will be from November 1 to  
 505 October 31 of the following year.  
 506
- 507 Section F. Upon the dissolution of the Ohio VOAD, assets shall be distributed for one or more  
 508 exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code,  
 509 or corresponding section of any future federal tax code, or shall be  
 510 distributed to the federal government, or to a state or local government, for a public  
 511 purpose. Any such assets not disposed of shall be disposed of by the Court of Common  
 512 Pleas of the county in which the principal office of Ohio VOAD is then located,  
 513 exclusively for such purposes or to such organization or organizations, as said court  
 514 shall determine, which are organized and operated exclusively for such purposes.  
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- 518 Article XI. AMENDMENTS  
 519
- 520 Section A. Proposed bylaw amendments must be distributed by mail, or electronic  
 521 communications to all member organizations no less than four weeks prior to a  
 522 meeting at which the amendments will be considered.  
 523

524 Section B. Amendments to these bylaws may be made by a two-thirds vote at a quarterly  
525 meeting.

526  
527 Section C. Proposed amendments may be submitted by Ohio VOAD member(s) to the Ohio  
528 VOAD secretary for distribution to the board of directors for discussion and action at  
529 the next quarterly meeting.

530  
531 Article XII. PERIODIC REVIEW

532  
533 The board of directors will conduct a review of these bylaws at least every three (3)  
534 years or assign a task force to be convened by the parliamentarian for this purpose.

535  
536 Formally adopted and approved at Columbus, Ohio  
537 This 19th day of November 2009

538  
539 ATTEST:

540 Mary Woodward  
541 Chair Of The Board Of Directors Of Ohio VOAD

Douglas A. Dowson  
Secretary, Ohio VOAD

542  
543 To Be Filed with NVOAD by Douglas Dowson, Secretary, Ohio VOAD

544  
545 ATTACHMENTS:

546 Appendix A Roster of Officers and Member Organizations with representatives

547 **Appendix B Guidelines**

548 Appendix C Brief Job Descriptions for Elected and Appointed Officers

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550