**Article I  Name and Relationships**

Section A  Name

Section B  Relationships

*Describes the relationship between state/territory/tribal VOAD & National VOAD; the state/territory/tribal VOAD and regional/local VOADs (if applicable)*

**Article II  Purpose**

Mission statement & statement of values  (4 C’s)

**Article III  Membership**

Section A  Membership Categories and Qualifications

1. Categories:
   - Members: non-profit, community based, 501 (c)3, or faith-based organizations (voting)
   - Partners: government agencies, educational institutions, foundations, business or private corporations (non voting)

2. Qualifications for Membership
   - Define membership criteria for Members and Partners.

Section B  Conditions of Membership

*What are rights and responsibilities of Members & Partners?*

Section C  Membership Application Procedures

*Outlines process for becoming Member or Partner*

Section D  Termination of Membership

*Defines process for voluntary and involuntary termination*

Section E  Regional/Local VOADs

*If applicable, defines criteria for regional/local VOAD’s membership in the state VOAD*

**Article IV  Meetings**
Section A  Meeting Schedule  
States how frequently VOAD will meet for: regular, special, emergency meetings

Section B  Meeting Notices  
States how members are notified of meetings; (email, regular mail, phone); minimum time required for notice

Section C  Conduct of Business  
Statement of parliamentary rules (Robert’s Rules of Order)

Section D  Meeting Minutes  
Describes how meeting minutes are approved & distributed; copied to National VOAD

Article V  Voting and Quorum

Section A  Voting Rights  
States number of votes allowed for each Member

Section B  Proxy Voting  
States if voting by proxy is permitted or not

Section C  Quorum for Meetings  
States what constitutes a quorum

Section D  Voting for Passage of Motion  
What number of votes will determine passage (e.g. simply or 2/3rd majority) 2/3’

Section E  Recording of Votes  
Describes how votes are recorded

Article VI  Board of Directors

Section A  Board Composition  
States the number of Board members; (fixed or minimum and maximum); role of Immediate Past President (e.g., voting or ex-officio);

Section B  Eligibility of Board Candidates:  
Candidates for the Board of Directors must represent a Member organization

Section C  Election of the Board  
Defines term length, term limits, staggered or fixed terms

Section D  Vacancies on the Board  
Defines how to fill Board vacancies (special elections or appointment)

Section E  Election of Officers  
Defines how officers are elected, (BOD or Members)
Section F  Meetings of the Board of Directors  
States the minimum # of regular meetings of the BOD; describes the process for calling special/emergency meetings and who can call special meetings

Section G  Powers and Responsibilities of the Board of Directors  
Defines the powers and responsibilities of the BOD, including but not limited to: acting on behalf of the membership, approval of contracts and financial agreements, establishing committees and sub-committees, hiring & termination of employees, advise and consent to approve Members and Partners in the VOAD, compliance with all state & federal laws and National VOAD policies.

Define what powers are not granted to the BOD without consent of the membership.

Article VII  Officers  
Eligible candidates from Member organizations; defines roles & responsibilities of officers, terms of officers, term limits, succession (if applicable)

Article VIII  Nominations and Elections  
Section A  Nominating Committees  
Defines responsibilities of the nominating committee, number of members, how committee members are selected, term limits.

Section B  Elections  
States the process for conducting elections, including when elections occur.

Article IX  Committees and Sub-Committees  
Section A  Committee Authorization  
Affirms the responsibilities of either the BOD or President as previous stated in Article VII – Officers, Roles & Responsibilities

Section B  Standing Committees  
Defines standing committees and responsibilities of each

Section C  Sub-Committees, Ad-Hoc, Working Groups  
Establishes how and by whom sub/ad-hoc/working group are created

Article X  Budget and Finance  
Section A  Fiscal year  
Statement of fiscal year

Section B  Budget
Defines what individual or committee (if applicable) is responsible for creating budget, establishes the process for approving a budget.

Section C  Fiscal Agent
Describes the role and responsibilities of a fiscal agent, is applicable.

Section C  Expenditures
Addresses the policy and procedures for expending VOAD funds; who can authorize expenditures, e.g., single signature, prior approval of BOD for amounts over specified limit.

Section D  Financial Statements & Accountability
Describes financial reporting mechanisms; audit mechanisms and procedures

Section E  Dues
States who pays dues, the amount and and collection date & process, if applicable

Section F  Dissolution
In the event the VOAD is dissolved, describes the process of disbursement of any assets.

Article XI  Function In Disaster
Defines the role of the state/territory/tribal VOAD in disaster or insert reference to Disaster Response Protocols, if applicable

Article XII  Amendments

Section A  Proposed Changes
Describes the process including notification of proposed amendments, including minimum notice to members

Section B  By-Law Amendments
Describes the necessary quorum and vote to approve,( simple or 2/3rd majority)

Approved by the Membership this _____ day of ________________________, 20____