

## 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, which does 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 meetings 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. An 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.)
    - e. Shall be eligible for scholarships (as available) to attend national meetings and trainings.
  3. Partner Member
    - a. May or may not qualify as a not-for-profit agency/organization under the 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 – examples: individual churches, committees, commissions, offices (not individuals).
    - b. Shall have voice and one vote on all issues.
    - c. Shall receive all communications (newsletters, emails, letters, fliers, etc.)
  4. Affiliate Member
    - a. Governmental agencies such as, but not limited to, Federal Emergency Management Agency (FEMA), Federal Emergency Management Agency (OEMA), and county emergency management agencies.
    - b. Shall have voice on all issues but no vote.
    - c. Shall receive all communications (newsletters, emails, letters, fliers, etc.)

- d. Shall be permitted to add a link on the Ohio VOAD web site to their organization/agency.
5. Contractual Member
- a. Definition of Contractual Member
    - i. Have not independently secured 501(c)(3) status.
    - ii. Shall have a stated policy of commitment of resources to meet the needs of people affected by a disaster without discrimination
    - iii. Shall be an informal organization with elected officers, by-laws and mission statement
    - iv. If applicant seeks to be an LTRC with Ohio VOAD 501(c)(3) approval, it must function in keeping with the intentions of the Church World Service Emergency Response Program Training and Resources, National VOAD and Ohio VOAD LTRC Guidelines which shall be included with Membership Application Form.
  - b. Application Procedure
    - i. Original Application Form is to be submitted to the Ohio VOAD Membership Director with all supporting documentation to include:
      - 1. Contact Person with:
        - a. Name
        - b. Position in organization
        - c. Address
        - d. Home & Cell Phone
        - e. E-mail Address
      - 2. Elected Officers
      - 3. List of Membership
      - 4. By-Laws
      - 5. Mission Statement
    - ii. Membership application is subject to final review and consent by Ohio VOAD Membership Director, approved by the Ohio VOAD Board of Directors, and concurred by the Ohio VOAD Membership.
  - c. Members Privileges
    - i. Shall be eligible for 501(c)(3) status under the Ohio VOAD umbrella, upon application and recommendation of Board and acceptance by membership
    - ii. Shall have voice and one vote on all issues except any that may have a conflict of interest.
    - iii. Shall receive all communications (newsletters, emails, letters, fliers, etc.)
    - iv. Shall be permitted to add a link on the Ohio VOAD web site.
    - v. Shall be eligible for scholarships (as available) to attend national meetings and trainings.
  - d. Financial Responsibilities
    - i. Annual dues shall be paid as set by Ohio VOAD as well as any other Organization fees (e.g. Audit fees)
    - ii. Annual dues shall be paid no later than 4 weeks following the Summer Ohio VOAD Quarterly Meeting to maintain Contractual Membership in good standing

- iii. Quarterly financial reports, subject to future change, to be submitted to the Ohio VOAD LTRC Committee and a copy sent also to the Ohio VOAD Finance Director.
  - iv. An annual audit by the Ohio VOAD Finance Committee, or designation, shall be performed within 4 weeks following the Summer Ohio VOAD Quarterly Meeting of all financial records.
  - v. When a Contractual Organization opens a bank account, the bank signature card must include the Ohio VOAD Treasurer or their designee.
- e. Reporting Obligations- (to be made to the Ohio VOAD LTRC Director- e-mail submission is acceptable)
- i. Roster of membership and officers submitted after each election with identified contact person and contact information.
  - ii. Minutes of all meetings
  - iii. Other reports as outlined in the Church World Service Emergency Response Program Training and Resources and National VOAD LTRC Guidelines and as requested by the Ohio VOAD LTRC Committee.
- f. Contractual organizations shall have a representative present at each Ohio VOAD Quarterly Meetings prepared to offer a verbal report on status of activities.
- g. All contracts and agreements established by a Contractual Member are subject to review and consent by the Ohio VOAD LTRC Committee.
- h. Failure to faithfully follow these guidelines shall be:
- i. First two (2) violations-
    - (1) Ten (10) days to correct any portion(s) of violation(s). In the event of an unforeseen event, a petition to the Ohio VOAD LTRC Committee requesting an extension of time may be requested.
    - (2) If reported violation(s) are not corrected within this time period, termination recommendation of Ohio VOAD Membership, with no refunds from the Ohio VOAD Treasury, shall occur.
  - ii. Upon the third (3 ) violation- Immediate termination of rd Ohio VOAD membership, with no refunds from Ohio VOAD Treasury, shall occur.
  - iii. Immediate termination recommendation if adherence to above notice provisions could result in jeopardy to Ohio VOAD's 501(c)(3) status.
  - iv. Upon notification of termination from Ohio VOAD membership, former Contracted Members shall IMMEDIATELY cease the usage of Ohio VOAD's 501(c)(3) identification in ANY form, e.g., but not limited to, banking accounts and grant acquisition. Failure to comply may result in legal consequences.

- i. Any infraction that shall result in jeopardy to Ohio VOAD's 501 (c) (3) shall be cause for immediate termination recommendation.
- C. Member organizations are required to pay annual dues to help cover the cost of operation, i.e., postage, printing and other administrative costs. Ohio VOAD will notify when dues are decided and shall be due upon receipt of notification.
- D. In concurrence with the Annual Budget, the Finance Director will recommend to the Board of Directors for their approval, and the General Membership's agreement for any changes to set amounts for dues with these percentages for each membership level.
  - 1. Full Member – dues: 100% of set annual dues
  - 2. Associate Member – dues: 50% of set annual dues
  - 3. Partner Member – dues: 25% of set annual dues
  - 4. Affiliate Member – dues: none
  - 5. Contractual Member – dues: 50% of set annual dues.

For more information, please contact us: Chair [Mary Woodward](#) at 740.732.6700 or [The Ohio VOAD Secretary](#)

© 2011 Ohio VOAD

