

**OHIO VOAD
CONTRACTUAL MEMBERSHIP GUIDELINES**

1. Definition of Contractual Member
 - a. Have not independently secured 501(c)(3) status.
 - b. Shall have a stated policy of commitment of resources to meet the needs of people affected by a disaster without discrimination
 - c. Shall be an informal organization with elected officers, by-laws and mission statement
 - d. 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 Managing & Operating The Faith-Based Disaster Recovery Organization (<http://www.cwserp.org/training>), National VOAD Long-Term Recovery Manual (<http://nvoad.org/documents>) and Ohio VOAD LTRC Guidelines.
2. Application Procedure
 - a. Original Application Form is to be submitted to the Ohio VOAD Membership Director with all supporting documentation to include:
 - i. Contact Person with:
 - (1) Name
 - (2) Position in organization
 - (3) Address
 - (4) Home & Cell Phone
 - (5) E-mail Address
 - ii. By-Laws
 - iii. Mission Statement
 - iv. Elected Officers
 - v. List of Membership
 - b. Membership application is subject to final review and consent by Ohio VOAD Membership Director, approval by the Ohio VOAD Board of Directors, and concurred by the Ohio VOAD Membership.
3. Members Privileges
 - a. Shall be eligible for 501(c)(3) status under the Ohio VOAD umbrella, upon application and recommendation of Board and acceptance by membership
 - b. Shall have voice and one vote on all issues except any that may have a conflict of interest.
 - c. Shall receive all communications (newsletters, emails, letters, fliers, etc.)
 - d. Shall be permitted to add a link on the Ohio VOAD web site.
 - e. Shall be eligible for scholarships (as available) to attend national meetings and trainings.
4. Financial Responsibilities
 - a. Annual dues shall be paid as set by Ohio VOAD as well as any other Organization fees (e.g. Audit fees)
 - b. Annual dues shall be paid no later than 4 weeks following the Summer Ohio VOAD Quarterly Meeting to maintain Contractual Membership in good standing
 - c. 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.
 - d. 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.
 - e. When a Contractual Organization opens a bank account, the bank signature card must include the

Ohio VOAD Treasurer or their designee.

5. Reporting Obligations- (to be made to the Ohio VOAD LTRC Director- e-mail submission is acceptable)
 - a. Roster of membership and officers submitted after each election with identified contact person and contact information.
 - b. Minutes of all meetings
 - c. 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.
6. Contractual organizations shall have a representative present at each Ohio VOAD Quarterly Meetings prepared to offer a verbal report on status of activities.
7. All contracts and agreements established by a Contractual Member are subject to review and consent by the Ohio VOAD LTRC Committee.
8. Failure to faithfully follow these guidelines shall be:
 - a. First two (2) violations-
 - i. 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.
 - ii. 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.
 - b. Upon the third (3rd) violation- Immediate termination of Ohio VOAD membership, with no refunds from Ohio VOAD Treasury, shall occur.
 - c. Immediate termination recommendation if adherence to above notice provisions could result in jeopardy to Ohio VOAD's 501(c)(3) status.
 - d. 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.
9. Any infraction that shall result in jeopardy to Ohio VOAD's 501 (c) (3) shall be cause for immediate termination recommendation.

Ohio VOAD Contractual Membership Application
(Please Print Clearly)

Name of Organization: _____

Name of Contact Person: _____ Position: _____
(In Organization)

Address of Contact Person: _____
Street City State Zip Code

Home Phone Number Cell Phone Number E-Mail Address

Statement of Agreement:

The undersigned President and one additional Executive Officer verify that they have read the Ohio VOAD Contractual Membership Guidelines, and agree to the full compliance to said guidelines.

Signature Date President

Signature Date (Title)

Note: Please attach all requested documentation to this application

Ohio VOAD Directors Review *(For administrative use only)*

Date of Review: _____ Approved: ___ Disapproved: ___