

**AMENDMENT TO LAWRENCE COUNTY VOLUNTARY ORGANIZATION ACTIVE IN DISASTER  
(L.C.V.O.A.D)  
BYLAWS**

**Article I NAME AND RELATIONSHIP**

Section 1. The name of the organization is amended to Lawrence County Community Organizations Active in Disasters (L.C.C.O.A.D)

Section 2. The chief place of business is: LCCOAD  
1451 County Line Road  
New Castle, PA 16101  
(724) 658-7485

**Article II PURPOSE**

Section 1. With the frequency of disasters, there is a need for organizations active in disaster planning, response and recovery to join their skills to meet the emergencies that occur.

Section 2. Objectives to the LCCOAD are:

- (a) To coordinate the activities of various organizations active in providing needed assistance to disaster survivors.
- (b) To make the best use of the facilities, supplies, and equipment for bringing relief to disaster survivors.
- (c) To make the delivery of disaster assistance as efficient and prompt as possible.
- (d) To coordinate the distribution of materials so that overlapping and duplicating of services will be avoided.
- (e) To create a climate of cooperation at the local level and to provide information about assistance.
- (f) To assist in coordination of agencies with local, state and federal governments.
- (g) To provide training, and to increase awareness and preparedness in all participating groups.
- (h) To serve as a liaison, advocate and county voice to improve services and support(s).
- (i) LCCOAD seeks to ensure the availability of needed services and to encourage uniform And impartial provision of those services regardless of race, sex, color, religion, disability, creed, age or natural origin.

### **Article III MEMBERSHIP**

Section 1. Officially registered organizations through PAServe who are active in disaster assistance in Planning, response, recovery and mitigation. Local, State and Federal agencies who are active in disaster planning and provide services to those who are affected by disaster will be a general voting member of the Lawrence County Community Active in Disaster.

### **Article IV MEETINGS AND MEMBERSHIPS**

Section 1. There shall be a minimum of four (4) members meetings of the LCCOAD per year.

Section 2. Members participating and voting at any stated annual or regular meeting shall be Representative of each member organization or their designee. Each member Organization shall have one vote.

Section 3. A notice of no less than two weeks in advance to all member organizations shall constitute proper notice for conducting of business at any regular or annual meeting.

Section 4. A quorum for doing business shall consist of  $\frac{1}{4}$  of the organizations or agencies who are voting members.

Section 5. Robert's Rules of Order shall be conceded as the general rules for conducting business.

### **Article V. NOMINATIONS**

Section 1. A Nomination Committee shall consist of three (3) persons appointed by the Chairperson at the regular meeting prior to the Annual Meeting in January.

Section 2. The Nomination Committee shall serve only until election takes place in January.

### **Article VI. EXECUTIVE COMMITTEE**

Section 1. There shall be a Chairperson, Vice Chairperson, Treasurer, Executive Secretary and two (2) at large members elected each year at the annual meeting of the LCCOAD serving a two (2) year term. Officers elected shall be from different member organizations. Two (2) at large members will serve on the Executive Committee.

Section 2. The LCCOAD Executive Committee shall meet as required and they shall have the authority to conduct and transact the day-to-day business activities of the LCCOAD. Minutes of all Executive Committee meetings shall be prepared and distributed to all member organizations by the Executive Secretary.

Section 3. The Executive Committee shall be empowered to form committees as needed.

Section 4. **Position, Election, Term:** The officers of the Executive Committee shall be chosen by The members and shall include a Chairperson, Vice Chairperson, Treasurer and Executive Secretary and 2 members at large. The officers shall be elected by the members at the Annual meeting of the members and shall serve for a term of two (2) years (Chairman to be re-elected in even numbered years and Vice Chairperson in odd numbers years) and until their successors are elected.

Section 5. Officers may be elected for consecutive terms.

Section 6. **Duties:** The duties of the officers shall include the following:

- a. Chairperson: (1) shall preside at all meetings of the members and Executive Committee; (2) in general, perform all duties incident to the office of the Chairperson and other such duties as may be prescribed from time to time by the affirmative vote, consent or action of the majority of members in office.
- b. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall also have such powers and perform such duties as the Executive Committee may prescribe.
- c. The Secretary shall insure that: (1) accurate minutes are prepared and maintained for all meetings; and (2) appropriate notice is given for the meetings and in case of his/her absence, refusal or neglect to do so, any such notice may be given by any person directed by the Chairperson. The Secretary shall be the custodian of records and have general charge of the books and keep a register of the names and addresses of all members. The Secretary shall keep on file a complete copy of the bylaws containing all amendments thereto and at the expense of the Executive Committee and forward a copy of the Bylaws and all amendments thereto to each member after the election. In general, the secretary shall perform all duties incident to the office of secretary and such other duties as may be prescribed by the Chairperson.
- d. STATEMENT REGARDING FILING PROPER DOCS WITH IRS
- e. STATEMENT REGARDING TREASURER

Section 7. **Removal of Officers:** Any officer may be removed by the Executive Committee whenever in its judgment the best interests of the Local COAD may be served thereby, but such removal shall be without prejudice to the valid contract rights, if any, of any person so removed.

## **Article VII BUDGET AND FINANCE**

Section 1. LCCOAD is not a fund-raising or disbursing organization. Any funds collected will be used to Meet the administrative expenses of the organization.

Section 2. LCCOAD funds can be withdrawn by proper signature of any two of the officers, with approval of the Executive Committee.

Section 3. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the County in which the principal office of the corporation is located. Disposal shall be made exclusively for exempt or public purposes, or be made to the County of Lawrence.

**Article VIII BY LAWS**

Section 1. The LCCOAD Executive Committee is authorized to initiate and adopt Bylaws as are necessary. The Executive Committee shall report such Bylaws to the member organizations in writing within fourteen (14) days following adoption, effective seven (7) days without objections. In the event of any objection to the Bylaws, in writing prior to the seven (7) days, the Executive Committee will address those objections and/or issues and inform the member organizations. The Bylaws have to be voted on by the Executive Committee and Amended, if necessary, by the Executive Committee. Any Amendments must to be filed with the Internal Revenue Service.

Formally adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Chairperson, Lawrence County COAD

\_\_\_\_\_  
Vice Chairperson, Lawrence County COAD

\_\_\_\_\_  
Executive Secretary, Lawrence County COAD

\_\_\_\_\_  
Treasurer, Lawrence County COAD

\_\_\_\_\_  
Secretary, Lawrence County COAD