



ARIZONA SOCIETY OF VOLUNTEER ADMINISTRATORS IN HEALTHCARE

BYLAWS

ARTICLE I. NAME

The name of the organization shall be the Arizona Society of Volunteer Administrators in Healthcare (hereinafter referred to as AzSVAH).

ARTICLE II. PURPOSE

The purpose of the AzSVAH shall be to participate in the education of Volunteer Resources professionals, to serve as a forum for discussion of the work and program of volunteers, and to act as a clearing house of ideas and information.

ARTICLE III. AFFILIATIONS

The AzSVAH is an affiliated group of the Association of Healthcare Volunteer Resource Professionals (hereinafter referred to as AHVRP) through a formal Affiliation Agreement. Eligibility for maintaining this affiliation requires that 25% of AzSVAH membership also be members of AHVRP.

ARTICLE IV. MEMBERSHIP

SECTION 1.

There shall be four classifications of membership: active, associate, retired, consultant, and student.

SECTION 2.

Active membership:

Individuals eligible for active membership in the AzSVAH shall be those persons employed or recognized by the administration of a health care institution and who have as their major responsibility the volunteer services program.

Such individuals must be responsible to an administrative staff member of the institution.

Also eligible for active membership shall be those individuals who have substantial but not primary responsibility for the management of volunteer services and who are directly accountable to a volunteer services administrator.

The employer must hold, or be eligible to hold institutional membership in the American Hospital Association. Those individuals identified above must hold, or be eligible to hold full membership in AHVRP.

Active membership entitles individuals to vote, hold office, chair committees, serve on committees and receive all appropriate association mailings.

SECTION 3.

Associate Membership:

With the approval of the Executive Committee, Associate Membership may be granted to persons who are concerned with the management of volunteer services, and who are with an organization in the health field that is not a health care facility. Associate members may serve on committees where they may vote. They shall not be eligible for Executive Committee positions nor vote in the election of Executive Committee positions or on matters that are presented to the membership for vote.

SECTION 4.

Retired Membership:

Individuals holding either full membership or associate membership may, upon retirement, be eligible for Retired membership. Retirement is defined as total cessation of full-time employment. Retired members may serve on committees where they may vote. They shall not be eligible for Executive Committee positions nor vote in the election of Executive Committee positions or on matters that are presented to the membership for vote.

SECTION 5.

Consultant Membership:

With the approval of the Executive Committee, Consultant membership may be granted to persons who provide consultation and/or training in management areas of interest to the membership. Consultant members may serve on committees where they may vote. They shall not be eligible for Executive Committee positions nor vote in the election of Executive Committee positions or on matters that are presented to the membership for vote.

SECTION 6.

Student Membership:

To promote volunteer management as a profession, to create leadership awareness of non-profits, and to provide real world experience, a student membership is available to any full time or part time college student. Students must provide proof of school registration. Students cannot be fully employed in the volunteer management profession, other than in the capacity of an intern. They shall not receive Continuing Education Certifications. Student members may serve on committees where they may vote. They shall not be eligible for Executive Committee positions nor vote in the election of Executive Committee positions or on matters that are presented to the membership for vote.

SECTION 7.

In order to vote and hold office, a member must be an active member in good standing.

SECTION 8.

Requirements for members in good standing shall be current payments of dues, according to ARTICLE XI, SECTION 1.

SECTION 9.

Membership in the AzSVAH is personal and is not transferable to another individual.

ARTICLE V. OFFICERS

SECTION 1.

The President shall:

- A. Serve as Chair of the Executive Committee
- B. Preside at all meetings of the general membership and the Executive Committee.
- C. Prepare and present an annual report at the annual meeting and provide a written copy of the report for the secretary's files.
- D. Have the authority to sign checks in the absence or inability of the Treasurer to do so.

SECTION 2.

The President-Elect shall:

- A. Succeed to the office of President at the beginning of the fiscal year subsequent to the year in which his/her election as president-elect occurs.
- B. Preside in the absence of the President.
- C. Work with host site to determine the educational program for each meeting.
- D. Maintain the AzSVAH website.

SECTION 3.

The Secretary shall:

- A. Record the proceedings of all meetings.
- B. Maintain, in a permanent file a master copy of the Bylaws, Standing Rules, other legal documents and letters of value.
- C. Conduct all the general correspondence.
- D. Provide each member with a copy of the minutes of all regular and special meetings.
- E. Notify members of general meetings at least thirty (30) days prior to the meeting.

SECTION 4.

The Treasurer shall:

- A. Maintain all financial records and accounts, including the current list of paid members.
- B. Disburse funds with approval of the Executive Committee.
- C. Make a financial report to the membership at regular meetings and the Annual Meeting.
- D. Chair the Budget Committee.
- E. Maintain fiduciary responsibility and ensure all records and reporting procedures are in compliance with the Internal Revenue Services and Corporate Commission.

SECTION 5.

The Immediate Past President shall:

- A. Chair the Nominating Committee.
- B. Chair the Bylaw Review Committee to be convened annually.

SECTION 6.

Any officer who does not perform duties as designated may be removed from office at a meeting of the membership with a majority vote.

ARTICLE VI . EXECUTIVE COMMITTEE

The Executive Committee shall include: President, President-Elect, Secretary, and Treasurer. Immediate Past President shall serve as ex officio without vote. The Executive Committee shall:

- A. Fill vacancies of any elected officer to be voted on by the membership at the next regular meeting.
- B. Develop goals and objectives for the fiscal year to be presented at the first meeting of the new fiscal year.
- C. Appoint a nominating committee of three members: One member shall be the Immediate Past President of the AzSVAH as Chair and two others.
- D. Prepare proposed budget for approval of the membership at the first meeting of the new fiscal year.

ARTICLE VII. MEETINGS

SECTION 1.

There shall be a minimum of 4 meetings per year, including the annual meeting, which shall be the last meeting of the fiscal year.

SECTION 2.

Special meetings shall be called by the President at the request of the Executive Committee or a majority of the membership.

ARTICLE VIII. ELECTIONS

SECTION 1.

Elections shall be held at the annual meeting.

SECTION 2.

The term of office shall be for one year for President, President-Elect, Secretary and Immediate Past President. The term for Treasurer shall be two years.

SECTION 3.

Persons in elected positions shall not serve successive terms in the same office, except for Treasurer as stated in ARTICLE VIII, Section 2.

SECTION 4.

New officers shall assume their duties at the beginning of the fiscal year.

SECTION 5.

A person cannot hold more than one elected position concurrently.

ARTICLE IX. COMMITTEES

SECTION 1.

Standing Committees shall be:

- A. Nominating
- B. Program/Education
- C. Membership
- D. Bylaw Review
- E. Budget

SECTION 2.

Special committees (ad hoc) may be appointed by the President as required.

SECTION 3.

Committee Chairs are appointed by the President. All Chairs and committee members must be active members in good standing.

ARTICLE X. DUTIES OF COMMITTEES/CHAIRMAN

SECTION 1.

The Nominating Committee of three members appointed by the Executive Committee shall be chaired by the Immediate Past President and shall:

- A. Submit one name, with the consent of the nominee, for each office to be filled.
- B. Report to the membership at the last meeting of the calendar year and/or e-mail prior to that meeting.
- C. Nominations may be made from the floor with the consent of the nominee, prior to the elections.
- D. Shall provide each nominee with a list of duties, in writing, for the office for which he/she is being nominated, prior to the consent by the nominee.

SECTION 2.

The Program/Education Committee shall:

- A. Research educational opportunities such as workshops and seminars which are of importance or interest to the membership and which support continuing education and certification.
- B. Inform the AzSVAH membership.

SECTION 3.

The Membership Committee shall:

- A. Provide orientation materials to new members.
- B. Send out written dues notices to all members, collect monies and give to Treasurer.
- C. Update and publish the membership directory and arrange for electronic distribution to all members. Copies should be mailed to members who do not have an e-mail.

SECTION 4.

The Bylaw Review Committee shall:

- A. Review the Bylaws annually and when appropriate, make recommendations for proposed amendments to the Executive Committee.
- B. The Bylaws may be amended by a two-thirds vote of the membership present, provided the proposed amendments have been submitted to the membership thirty (30) days prior to the meeting at which time they will be voted upon.

SECTION 5.

The Budget Committee shall prepare an annual budget within thirty (30) days of the start of the fiscal year to present to the Executive Committee for approval.

ARTICLE XI. DUES

SECTION 1.

Annual dues for active members shall be as by a two-thirds vote of the membership present. Student member dues shall be provided at a reduced fee.

ARTICLE XII. FISCAL YEAR

The fiscal year shall be January 1 through December 31.

ARTICLE XIII. QUORUM AND VOTING

SECTION 1.

Ten members shall constitute a quorum for the transaction of business.

SECTION 2.

Voting on matters of policy shall require a majority vote of members present at any regular or special meeting.

SECTION 3.

A vote by mail is authorized when necessary. The members must respond with their votes for the vote to be recognized. The results should be reported at the next meeting and be included in the minutes of that meeting.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

Except where otherwise provided by these bylaws, the rules contained herein shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE XV. DISSOLUTION

Upon dissolution, any assets of the AzSVAH remaining after payment of just debts shall belong to its successor.

Revised 9/88, Ratified: 9/88

Revised 5/90, Ratified: 9/90

Revised 9/93, Ratified: 9/93

Revised 5/95, Ratified: 5/95

Revised 7/00, Ratified: 9/00

Revised 10/02, Ratified: 10/02

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