

VIRGINIA ASSOCIATION OF HEALTHCARE AUXILIARIES AND VOLUNTEERS



Bylaws

As of October, 2017

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Bylaws for the Virginia Association Of Healthcare Auxiliaries And Volunteers

ARTICLE I-NAME

The name of this Association shall be VIRGINIA ASSOCIATION OF HEALTHCARE AUXILIARIES AND VOLUNTEERS, hereinafter referred to as the ASSOCIATION, a non-profit organization.

ARTICLE II-PURPOSE

The purpose of the ASSOCIATION shall be:

- 1) To promote the mutual exchange of ideas for strengthening and improving the work of auxiliaries/volunteer groups in enhancing the quality of health care locally and throughout the Commonwealth of Virginia.
- 2) To stimulate interest in present organizations and to assist in organizing other auxiliaries/volunteer groups in healthcare facilities.
- 3) To aid and enlarge the development of service programs for and in all healthcare facilities.
- 4) To set effective means of cooperation with other state and national organizations of similar interests.

ARTICLE III-MEMBERSHIP

Section 1

Any auxiliary or volunteer organization affiliated with a healthcare facility in the Commonwealth of Virginia and recognized by the governing body of the healthcare facility shall be eligible for membership in the ASSOCIATION.

Section 2

The dues of the ASSOCIATION shall be established by the Board of Directors, hereinafter referred to as the BOARD, subject to approval of the Membership of the ASSOCIATION.

Section 3

Application for membership in the ASSOCIATION, by eligible organizations, shall be made in writing to the Membership Chair of the ASSOCIATION. Applications in proper order shall be accepted.

Section 4

New member organizations shall be entitled to one free registration at the next Annual Conference after joining the ASSOCIATION.

ARTICLE IV-MEETINGS

Section 1

There shall be an Annual Conference of the ASSOCIATION to include an Annual Business Meeting.

Any registered member in good standing of his/her member organization may attend all general meetings and participate in the activities of the ASSOCIATION.

Section 2

The following shall be entitled to vote at the Annual Business Meeting: Members of the BOARD of the ASSOCIATION, Past Presidents of the ASSOCIATION and delegates of each member organization. Each member organization attending the Conference shall be entitled to two (2) voting delegates who should be appointed and notified prior to attending the Conference. No member may cast more than one vote and there shall be no voting by proxy. When a vote is taken, the decision shall be reached by a majority of votes cast.

Section 3

Non-members who wish to attend the Annual Conference shall register and pay non-member registration fees, but shall not have voting privileges at the Annual Business Meeting.

Section 4

Each District shall hold an Annual Spring Meeting.

Section 5

The President may call a special Executive Committee Meeting, provided that a notice of the meeting date, time, place, and the purpose is sent within a minimum of ten (10) days' notice for a meeting and a minimum of forty-eight (48) hours' notice for a telephone conference with whoever is deemed necessary.

ARTICLE V-OFFICERS

Section 1

- 1) The Executive Committee of this ASSOCIATION shall be comprised of the elected officials of the ASSOCIATION (President, President-Elect, Conference Coordinator, Treasurer, and Recording Secretary), as well as the Immediate Past President. They shall be members in good standing of their healthcare volunteer group/auxiliary member organizations.
- 2) The BOARD of this ASSOCIATION shall be comprised of elected officials of the ASSOCIATION, five (5) elected District Chairs, Immediate Past President, Parliamentarian, Corresponding Secretary and standing committee chairs.

- 3) The President, President-Elect, and Conference Coordinator shall serve for one (1) year or until their successors are installed. The Treasurer and Recording Secretary shall serve for two years or until their successors are installed.
- 4) Election shall take place at the Annual Business Meeting and the officers shall take office immediately following the adjournment of the Annual Conference with the exception of the Treasurer, who shall take office January 1 following the Annual Conference.

Section 2

- 1) In the event of a vacancy in the office of President, the President-Elect shall become President for the unexpired term.
- 2) In the event of a vacancy in the office of President-Elect, the Nominating Committee shall present within 30 days qualified candidates to the Board for a vote to fill the President-Elect's term as President.
- 3) In the event of a vacancy in the office of an installed officer other than President or President-Elect, the President may appoint a qualified member to fill the office until the Annual Business Meeting at which time the ASSOCIATION shall elect a member for the unexpired term.

Section 3

- 1) The President shall be the Executive Officer of the ASSOCIATION and shall appoint the Corresponding Secretary, the Parliamentarian and the chairs of all standing committees. The President shall represent the ASSOCIATION and be an ex-officio member of all committees, except the Nominating Committee. The President shall be authorized to sign checks and perform all duties incidental to the office of President, in accordance with the Standing Rules.
- 2) The President-Elect shall serve as the District Liaison, shall chair the District Chair Committees and shall attend District Meetings. The President-Elect shall perform all duties incident to the office of President-Elect in accordance with the Standing Rules. The President-Elect shall, in the absence or inability of the President, have the powers and perform the duties of the President.
- 3) The Recording Secretary shall be responsible for maintaining records of all meetings of the BOARD and the ASSOCIATION. The Recording Secretary shall be custodian of past secretarial records and perform all duties in accordance with the Standing Rules.

The Treasurer shall be responsible for maintaining an accurate record of all financial affairs of the ASSOCIATION, including a detailed statement of receipts and disbursements belonging to the ASSOCIATION, and shall disburse funds as directed by the President or the BOARD in accordance with the Standing Rules. The Treasurer shall

be custodian of all past financial records, chair the Finance Committee and shall accept other fiscal or financial duties in accordance with the Standing Rules.

- 4) The Immediate Past President shall serve as Chair of the Nominating Committee and may be called upon to preside at the Annual Business Meeting if the President and the President-Elect are unable to do so, in accordance with the Standing Rules.

ARTICLE VI-DISTRICTS

Section 1

The ASSOCIATION shall be divided into five or more districts at the discretion of the BOARD.

Section 2

District Officers shall be elected by the delegates from their districts at their Spring District Meeting every two years to serve a two-year term and installed at their Annual Spring Meeting in accordance with the District Guidelines. With the approval of the BOARD, the term may be extended.

The District Chair shall be responsible for the execution of the purpose of the ASSOCIATION as outlined in ARTICLE II of these Bylaws, within the District, and the duties and responsibilities outlined in Section 7, Position Guidelines for District Chairs.

The District Chair shall conduct two (2) meetings yearly during their term – one in the Spring and one at the Annual Conference.

ARTICLE VII-BOARD OF DIRECTORS (BOARD)

Section 1

The BOARD shall be comprised of the President, President-Elect, Conference Coordinator, Recording Secretary, Treasurer, Immediate Past President, Parliamentarian, Corresponding Secretary, District Chairs, and Standing Committee Chairs.

The President of the Virginia Hospital & Healthcare Association, or appointed Staff Liaison, shall be an ex-officio member of the BOARD with voice, but no vote.

The BOARD shall exercise full authority to act for the ASSOCIATION between Annual Business Meetings.

Section 2

The BOARD shall accomplish the purpose of the ASSOCIATION as outlined in ARTICLE II of these Bylaws, adopt an Annual Budget and set the registration fees for all Annual Conferences.

Section 3

The President shall call at least five (5) meetings of the BOARD—one (1) immediately following the Annual Conference, one (1) immediately prior to the Annual Conference and three(3) other meetings during their term of office.

Section 4

A majority of the BOARD members (51%) shall constitute a quorum.

Section 5

The Executive Committee, consisting of the elected officers of the ASSOCIATION, shall transact routine business between meetings of the BOARD and act in emergencies. Actions of the Executive Committee shall be ratified by the full BOARD at the first opportunity.

ARTICLE VIII-COMMITTEES

Section 1

The President-Elect shall be the Chair of the District Committees; the Treasurer shall be Chair of the Finance Committee; the Parliamentarian shall be Chair of the Bylaws Committee; and the Conference Coordinator shall be Chair of the Annual Conference.

Section 2

The President shall appoint Standing Committee Chairs according to the needs of the ASSOCIATION. These could include Membership, Teen Volunteers, Legislation, Emblems, Newsletter, Public Relations, Historian, Gift Shop, Communications and Education.

In selection of Committee Chairs, geographical representation shall be a consideration.

Section 3

The Nominating Committee shall consist of the Immediate Past President, President-Elect and the five (5) current District Chairs. The Immediate Past President shall serve as the Chair of the Committee. The Chair shall present the appropriate candidates for office at each Annual Business Meeting. Advisory assistance from the past District Chairs may be requested. The Chair of the Nominating Committee shall report in writing to the membership at least two (2) weeks prior to the Annual Business Meeting.

Additional nominations may be made from the floor provided the candidates have agreed in writing to their willingness to accept the nomination.

Section 4

The President may appoint such special committees as deemed necessary to carry out the purpose of the ASSOCIATION and such Ad Hoc committees shall automatically be dissolved when they have discharged their duties.

ARTICLE IX-FINANCIAL MATTERS

Section 1

The fiscal year of the ASSOCIATION shall be the calendar year.

Section 2

The Treasurer shall be responsible for having the books of the ASSOCIATION examined at the end of the fiscal year by a qualified person or firm who is not directly or indirectly associated with the Treasurer of the ASSOCIATION.

Section 3

The ASSOCIATION shall secure a blanket bond to cover anyone handling monies of the ASSOCIATION.

ARTICLE X-AMENDMENTS/REVISIONS

Section 1

These Bylaws may be amended or revised at any general meeting of the ASSOCIATION by a majority vote of the voting delegates, provided that a written notice has been sent to the BOARD of the ASSOCIATION, to the Past Presidents of the ASSOCIATION and to each member organization at least two (2) weeks prior to the meeting.

Section 2

Amendments or revisions of the Bylaws shall become effective in the first instance when formally approved by membership of the ASSOCIATION

ARTICLE XI-PARLIAMENTARY AUTHORITY

Parliamentary procedures shall be in accordance with Robert's Rules of Order, latest version.

ARTICLE XII-DISSOLUTION

In the event of the dissolution of the ASSOCIATION, all assets of the ASSOCIATION shall become the property of the Virginia Hospital & Healthcare Association, after the creditors of the ASSOCIATION have been satisfied and all debts paid.

Patsy Garrett
VAHAV President

Date

Bylaws Committee:

Carolyn Johnson, Chair

Date

Joan Proctor

Date

George Souza

Date

Debbie Sammler

Date