



FLORIDA ASSOCIATION OF DIRECTORS OF VOLUNTEER SERVICES

BYLAWS

ARTICLE 1 – NAME

The name of this organization shall be the Florida Association of Directors of Volunteer Services, Incorporated.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote and implement communications, education, exchange of ideas and information among directors of volunteer services; to encourage continuing education in all phases of health care pertinent to the director of volunteer services; and to promote the professional standards for directors of volunteer services.

ARTICLE III – MEMBERSHIP

Section 1. MEMBERS

- A. ACTIVE: Individuals eligible for active membership shall be those persons employed and recognized by the administration of health care institutions as having continuing responsibility for the volunteer services program within those institutions. Such individuals must be responsible to an administrative staff member or department director of the institution. An active member is one whose current dues are paid.
- B. RETIRED: Individuals holding either full membership or associate membership may, at retirement, be eligible for retired membership upon approval of the membership committee. Retirement is defined as total cessation of full-time employment in the volunteer administration of a health care institution. They shall not be eligible for board membership nor vote in the election of board members or on matters that are presented to the membership for vote.
- C. LIFE: Life membership may be granted to an active member in recognition of outstanding service to the organization by a two-thirds vote of the membership present. The benefits of being granted "Life Membership" includes; no dues, full rights of active membership and upon retirement the "Life Member" will automatically become an "Honorary Member."
- D. HONORARY: Honorary membership may be granted in two ways. Honorary members will not pay dues, have the right to vote or hold office.
 - #1 Honorary membership may be granted to a non-member for outstanding service to the organization by two-thirds vote of the members present.
 - #2 Honorary membership may be granted to an active member who is retiring from the profession of Volunteer Management who has displayed outstanding service in the field of Volunteer Management by two-thirds vote of the members present.

Section 2. QUALIFICATIONS:

Those persons employed and recognized by the administration of health care institutions as having continuing responsibility for the volunteer services program within those institutions are qualified to apply for FADVS membership.

Section 3. CONFLICT OF INTEREST:

Elected officers and all members of the FADVS shall act in good faith, exercise good judgement and skill to administer its affairs honestly, economically and in the best interest of the association. They shall not use their position for personal financial gain, including information regarding its members so that a conflict might arise between the interest of the association and that of the individual(s).

Section 4. TERMINATION OF MEMBERSHIP:

- A. RESIGNATION: A member in good standing may resign by submitting a letter of resignation to the Executive Committee.
- B. Failure to pay dues automatically terminates membership.
- C. Membership may be terminated by the Executive Committee by a two-thirds vote for non-compliance with these Bylaws and Standing Rules. The adopted parliamentary authority shall be the guide for any disciplinary measures.

Section 5. REINSTATEMENT:

A member who resigns in good standing may be reinstated by request and by paying the current dues. A member dropped for non-payment of dues, or for disciplinary reasons may be reinstated by applying as a new member.

ARTICLE IV – DUES

Section 1. The Florida Association of Directors of Volunteer Services (FADVS) Board of Directors has established that a membership fee will be assessed annually.

Section 2. Retired members shall pay one-half of annual dues.

Section 3. Notification of a proposed additional increase initiated by the Board of Directors will be sent to members in good standing for a mail vote, an e-mail vote, or for vote at a general membership meeting with justification for the increase.

ARTICLE V – OFFICERS

Section 1. OFFICERS:

- A. The elected officers shall be President, a President-Elect, a Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer.
- B. The President shall appoint a Parliamentarian without voting rights except when the vote is by ballot.

- C. The Nominating Committee shall be made up of the Council Representatives to be named by members of each council.

Section 2. QUALIFICATIONS:

Any voting member in good standing is eligible for election to the Board of Directors provided they have been a member of the organization for one year. The nominee for President Elect and Vice President shall have served at least one year on the Board of Directors.

Section 3. TERM OF OFFICE:

The officers shall be elected to serve a term of one year or until their successors are elected. No officer may be elected to serve more than two consecutive terms in the same office except the Treasurer who may serve three terms.

Section 4. NOMINATIONS AND ELECTIONS:

- A. The officers shall be elected at the Annual Meeting in the fall by a majority vote to accept the Nomination Committee Report. Should additional nominations be made from the floor, election shall be by a ballot. The officers shall assume office at the close of the Annual Meeting.
- B. The Nomination Committee shall present a slate of at least one name for each office, and nominations from the floor shall be in order at this meeting. Written consent of all nominees shall be obtained.
- C. A Nomination Committee of at least five members shall consist of the Council Representatives. The members of the committee shall select the Chair.

Section 5. VACANCIES IN OFFICE:

- A. In the event of a vacancy in the office of President, the President-Elect shall fill the unexpired term as President, and shall serve her/his full term as President. If the office of President-Elect becomes vacant, the Vice-President shall fill the unexpired term.
- B. A vacancy occurring in the office of Vice-President or any other elective office shall be filled by the Executive Committee by ballot and a majority vote. This election may be by mail or a telephone conference, and the results shall be ratified and placed in the minutes of the next meeting.

Section 6. DUTIES OF OFFICERS:

- A. The President shall:
 - 1. Preside at all meetings of the membership, Board of Directors and the Executive Committee.
 - 2. Appoint a Parliamentarian, and the chairmen of all standing committees not otherwise provided for in these Bylaws, with the approval of the Executive Committee.
 - 3. Appoint members of standing and special committees not otherwise provided for in these Bylaws.

4. Appoint a Council Representative to the Board from any Council which has not named one by the date of the Installation of Officers.
 5. Serve as an ex-officio member of all committees except the Nominating Committee.
 6. Sign checks in the absence of the Treasurer.
 7. Perform such other duties that pertain to the office and as provided in the adopted parliamentary authority.
- B. The President-Elect shall:
1. Preside in the absence of the President.
 2. Fill the unexpired term of the President.
 3. Serve as chair of the Membership Committee.
 4. Serve as ex-officio member of any committee if directed by the President.
 5. Send the following notices:
 - a. Annual dues
 - b. Delinquency
 - c. Forfeiture of membership
- C. The Vice-President shall:
1. Preside at the meetings in the absence of the President and the President-Elect.
 2. Fill the vacancy of the President Elect.
 3. Serve as chair of the Program Committee and all educational functions, workshops, conferences and such other duties as may be assigned by the President, Executive Committee and the Board of Directors.
- D. The Recording Secretary shall:
1. Record the proceedings of all meetings of the membership, Board of Directors and the Executive Committee.
 2. Provide each member of the Board of Directors and the Executive Committee with a copy of the minutes of those meetings.
 3. Keep a file of important papers not assigned to others, a copy of the Bylaws, and a list of members and committees.
- E. The Corresponding Secretary shall:
1. Conduct the general correspondence of the Association not assigned to others.
 2. Send all notices as directed by the President, the Executive Committee and the Board of Directors.
 3. Serve as chair of the Editorial Committee for the publication established by the Board of Directors.
 4. Submit a list of officers after each election to the American Society of Directors of Volunteer Services and to the Florida Hospital Association.
- F. The Treasurer shall:
1. Be custodian of all the funds of the association.
 2. Disburse funds according to the approved budget. Non-budgeted items must be approved by the Board of Directors.
 3. Serve as chairman of the Finance Committee.
 4. Submit an annual budget to the Board of Directors prior to the annual meeting for recommendation to the membership for adoption.
 5. Have the books computed annually and at other times as requested by the Board of Directors.

- G. The Parliamentarian shall:
1. Advise the President or other officers and committees on matters of parliamentary procedure when requested.
 2. Be entitled to vote when the vote is by ballot.

Section 7. OTHER DUTIES:

In addition to the specific duties set forth in these Bylaws, the duties and procedures in the adopted parliamentary authority shall serve as a guide for the President, the Executive Committee and the Board of Directors.

Section 8. REPORTS AND FILES:

- A. All officers shall submit a written summary, in triplicate, of the year's work with any recommendations at the annual meeting. Copies shall go to the President, the Recording Secretary and one to the committee file. Additional reports shall be submitted when requested by the President.
- B. Adequate files of all officers and committees shall be turned over to the incoming President at the close of the term to be delivered to their successors during the orientation meeting.
- C. Any officer attending a function as an official representative shall submit a written report in the next publication.

ARTICLE VI – GENERAL MEETINGS

- Section 1. There shall be two general meetings of the membership annually unless otherwise voted by the Executive Committee. The meeting in the last quarter of the year shall be the annual business meeting for the purpose of election of officers, reports, adoption of the budget, and such other business as necessary.
- Section 2. The meeting in the spring shall be for the purpose of business, auditor's report and special educational programs.
- Section 3. Special meetings of the Association may be called by a two-third's vote of the Board of Directors. The time, place and purpose shall be given in the notice thirty (30) days prior to the meeting.
- Section 4. The quorum for all general membership business meetings shall be a majority of those members registered as in attendance.
- Section 5. "Virtual" on-line meetings, conference telephone calls and e-mails may be employed as necessary.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. COMPOSITION:

The members of the Board of Directors shall be:

- A. The elected officers

- B. The appointed officers
- C. Chairmen of Standing and Special Committees
- D. Council President or designated representative
- E. The immediate Past President shall serve as a non-voting member.

Section 2. DUTIES:

The Board of Directors shall:

- A. Conduct the business of the Association.
- B. Adopt policies for the Association and procedures for committee not provided for in these Bylaws or Standing Rules.
- C. Set the time and place for regular and special meetings of the membership and the Board of Directors.
- D. Conduct emergency actions by mail or phone. Such actions shall be ratified at the next meeting by the Board of Directors.
- E. Report its actions to the membership.

Section 3. MEETINGS:

The Board of Directors shall meet four (4) times annually.

- A. Immediately following Annual Meeting.
- B. Prior to Spring Meeting.
- C. Prior to Annual Meeting
- D. A Planning Meeting

Section 4. QUORUM:

The quorum of the Board of Directors shall be a majority of the voting members, excluding the Council Representatives.

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1. COMPOSITION:

The Executive Committee shall consist of the President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The Parliamentarian shall attend if requested by the President.

Section 2. DUTIES:

The Executive Committee shall:

- A. Conduct business between meetings of the Board of Directors.
- B. Transact such business as may be directed by the Board of Directors or membership.
- C. Approve the appointments made by the President as stated in these Bylaws.
- D. Make decisions on all disciplinary matters as referred.
- E. Fill all vacancies in the elective officers, by a majority vote, except that of the President and President-Elect. These elections may be by mail or telephone conference, but the membership must be notified immediately of all such elections. If elections conducted by mail or telephone, they must be ratified and recorded at the next meetings.
- F. Approve new member applications.

Section 3. MEETINGS:

The Executive Committee shall meet prior to the meetings of the Board of Directors and at other times as necessary, and may conduct business by mail, or telephone conference.

Section 4. QUORUM:

The quorum of the Executive Committee shall be three members, one of which shall be the President, the President-Elect, or the Vice President.

ARTICLE IX – COMMITTEES

Section 1. COMMITTEES:

- A. The Standing Committees may be as follows:
By-Laws, Certification, Editorial, Finance, History, Membership, Mentor, Nominating, Education/Program, and Resource.
- B. Special committees may be appointed by the President as may be needed, and such others as may be authorized by the Board of Directors, the Executive Committee or the membership.
- C. The President shall appoint all committees not otherwise provided in these Bylaws. The President shall be an ex-officio member of all committees except the Nominating Committee.
- D. The President-Elect may serve as ex-officio member of any committee if requested by that committee and approved by the president.
- E. All committee chairs shall submit written annual reports in triplicate. One copy to go to the President, one to the Recording Secretary and one remains in the committee file. The files with any recommendations shall be submitted to the incoming President at the close of the term.

- F. An orientation of the new Board of Directors shall be held following the election meeting at the call of the new President.

Section 2. DUTIES OF COMMITTEES:

A. Bylaws:

A Bylaws committee of three shall study the Bylaws and Standing Rules of the Association and recommend amendments as deemed necessary. The committee shall assure that the Bylaws and Standing Rules are updated to reflect any changes and shall disseminate those changes to the membership.

B. Certification:

The Certification Committee shall be a Certified Director of Volunteer Services and a member of FADVS. The Chair, in conjunction with the Vice President of Education, shall set the program, policies and procedures for certification, sanction education programs for certification, credit, administer and review examinations for certification and recertification. They will consult as needed to coordinate programs. Suggested changes to the certification guidelines would require FADVS Board approval.

C. Editorial:

The Corresponding Secretary shall serve as chair of this committee. The President shall act as the advisor. This committee shall gather material, prepare for publication and publish the newsletter as often as the Board of Directors shall direct. The purpose of this publication is to provide educational and professional information to the membership. The newsletter shall carry official notices, progress of the association and such other types of material as may be of interest to the membership.

D. Finance:

The treasurer shall serve as chair. This committee shall prepare an annual budget to present to the Board of Directors for recommendations to the general membership. The chair shall present the recommended budget at the annual fall meeting of the membership (for adoption). The budget may be amended during the year by the Board as necessary.

E. Historian:

The historian shall ensure that an annual history of the organization is kept on file. This may include the spring and fall conference packets and final report, photos, ongoing record of FADVS Presidents, Honorary members, Installation Luncheon program, Certification Records, and other similar records as deemed necessary by board. It is suggested that records can be kept both electronically with manual backup.

F. Membership:

The President-Elect shall serve as the chair of this committee. The chair shall receive applications for membership and shall present the applications to the Executive Committee for approval. The dues shall accompany the applications. The chair shall be responsible for the yearly dues notification to all members. Promotion of membership shall be the primary interest of this committee.

- G. Mentor:
This committee shall be responsible for contacting new members, providing them an orientation and support system. It will review and revise the FADVS Manual annually.
- H. Nominating:
The five members of this committee shall hold as many meetings as necessary in order to select a nominee for each office to be filled. Any member may submit names for office to the committee and shall submit in writing the qualifications for each name submitted. These must be received by the chair prior to the educational meeting. After the committee has decided on the members to be contacted, the chair will ask the qualified person for written consent to submit her/his name. The duties shall be explained to each member contacted. This committee shall present a slate to be published in the newsletter at least thirty (30) days prior to the annual meeting. The report shall be given at the annual meeting, after which further nominations may be made from the floor if the members are qualified and written consent is given. The committee shall prepare the ballots for the annual election.
- I. Education/Program:
The Vice-President shall serve as chair of the Program Committee. The duty of this committee shall be to plan and implement education programs for membership.
- J. Resource:
This committee shall maintain a resource service for members and shall market educational materials.

ARTICLE X – OFFICIAL PUBLICATION

- Section 1. The official publication shall be NEWS AND VIEWS published as often as the Board of Directors shall direct. Its purpose shall be to promote the Association.
- Section 2. The Corresponding Secretary shall serve as Editor.
- Section 3. The official call to the annual meeting shall be given in the newsletter at least thirty (30) days prior to the meeting.

ARTICLE XI – OFFICIAL EMBLEM

The official emblem (Logo) shall be under the supervision of the Board of Directors to define how it shall be used. The Board of Directors may, by a majority vote, change the design of the emblem (logo).

ARTICLE XII – AMENDMENTS

- Section 1. These Bylaws may be amended by a two-third's vote of the members present and voting at any meeting of the membership, provided a written notice shall have been given at least thirty (30) days prior to the meeting to be acted upon.
- Section 2. Standing Rules may be amended by a majority vote of the Board of Directors.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the proceedings of this Association in all cases not provided in these Bylaws and the Standing Rules.

ARTICLE XIV – DISSOLUTION

In the event of a dissolution of this Association, and after all liabilities have been paid, the remaining assets shall be distributed in compliance with all pertinent laws and regulations.

REVISED: May 2001, July 2007

Retyped July 2004, July 2008