



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 best practices and generate ideas among administrators of volunteer resources within a healthcare setting. FADVS seeks to encourage continuing education in all phases of healthcare pertinent to the administration of Volunteer Services and to promote the professional standards for the profession.

ARTICLE III – MEMBERSHIP

Section 1. MEMBERS

- A. ACTIVE: Individuals eligible for active membership shall be those persons recognized by the administration of health care institutions as having continued responsibility for the volunteer services program within those institutions. An active member is one whose current dues are paid. These members shall have full voting privileges and may hold office.
- B. HONORARY: 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 FADVS Executive Board. Retirement is defined as total cessation of full-time employment in a Florida health care institution. Honorary members will not be subject to dues nor be eligible to vote or hold office.

Section 2. CONFLICT OF INTEREST:

Elected officers, and all members of FADVS, shall act in good faith and exercise good judgement 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 3. TERMINATION OF MEMBERSHIP:

- A. RESIGNATION: A member in good standing may resign by submitting a letter of resignation to the Executive Committee.
- B. TERMINATION: Members are expected to pay annual dues by the due date. Failure to pay dues by 30 days past the due date will place the member in an overdue status, at 60 days the membership will be lapsed and at 90 days past the due date the membership will be terminated.

- 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 4. DISCIPLINARY ACTION:

Any member may be terminated for just cause after having an opportunity for a hearing before the FADVS Board. "Just cause" may include:

- 1. Violation of the FADVS bylaws.
- 2. Conduct on the part of the said member that negatively impacts the interest and welfare of FADVS and its members.

Section 5. REINSTATEMENT:

Members, whose membership is terminated, for non-payment of dues or assessments, may be reinstated upon the payment of current dues and assessments.

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

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 at least 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:

Officers shall be elected to serve a term of one year, with an option to extend an additional year as recommended by the Nominating Committee. 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 by a majority vote of active members present to accept the Nomination Committee Report. Should additional nominations be made from the floor, election shall be by a ballot. In the absence of an Annual Meeting, the officers will be elected by electronic ballot to be distributed by the

Corresponding Secretary. Should additional Board nominations be needed for the electronic ballot, a request will be sent out by the Corresponding Secretary to all active members.

- B. The Nomination Committee shall present a slate of at least one name for each office. Written consent of all nominees shall be obtained acknowledging the duties of the office.
- C. The Nomination Committee shall be made up of the Immediate Past President serving as the Chairman of the committee and the Council Representatives.
- D. The officers shall be installed and assume office at the close of the Annual Meeting or after electronic voting.

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:
Preside at all meetings of the membership, Board of Directors and the Executive Committee and perform such other duties that pertain to the office and as provided in the adopted parliamentary authority.
- B. The President-Elect shall:
Preside in the absence of the President and, if necessary, fill the unexpired term of the President.
- C. The Vice-President shall:
Preside at the meetings in the absence of the President and the President-Elect and, if necessary, fill the vacancy of the President-Elect.
- D. The Recording Secretary shall:
Record the proceedings of all meetings of the membership, Board of Directors, and the Executive Committee and provide each member of the Board of Directors, and the Executive Committee, with a copy of the minutes of those meetings.
- E. The Corresponding Secretary shall:
Conduct the general correspondence of the Association and send all notices as directed by the President, the Executive Committee and the Board of Directors.
- F. The Treasurer shall:
Be custodian of all the funds of the Association and disburse funds according to the approved budget.

G. The Parliamentarian shall:

Advise the President or other officers and committees on matters of parliamentary procedure when requested and be entitled to vote when the vote is by ballot.

ARTICLE VI – GENERAL MEETINGS

- Section 1. There shall be an Annual Meeting for the transaction of business of FADVS. Notice of any Annual or special meeting of the members shall state the time, date, place, and, in the case of a special meeting, the purpose of the meeting. Notice of any Annual Meeting shall be delivered not less than 60 days prior to the date of such meeting.
- Section 2. Special Meetings of FADVS may be called by the President with the approval of the Board of Directors. Notice of any special meeting shall be delivered not less than 30 days prior to the date of such meeting.
- Section 3. The quorum for conducting the business of the general membership shall be a majority of all active members with voting taking place via electronic ballot prior to the annual meeting.
- Section 4. “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 representatives
- E. The immediate Past-President.

Section 2. DUTIES:

The Board of Directors shall:

- A. Conduct the business of the Association.
- B. Adopt policies for the Association and procedures for committees 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 e-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 no less than four (4) times annually. The quorum of the Board of Directors shall be a majority of the voting members.

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: carry out other business and functions of FADVS between meetings of the Board and report to the Board any action taken; fill all vacancies in the elective officers, by a majority vote, except that of the President and President-Elect (These elections may be made by mail or telephone conference, but the membership must be notified immediately of all such elections); Transact such business as may be directed by the Board of Directors or membership.

Section 3. MEETINGS:

- A. The Executive Committee can meet between scheduled meetings of the Board of Directors and at other times, as necessary, and may conduct business by mail, electronic, written, or telephone conference. They shall report any action taken.
- B. The quorum of the Executive Committee shall be three members, one of which shall be the President, President-Elect, or 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, C.E.V.A, and Resource.
- B. Special committees may be appointed by the President as needed.
- C. The President shall appoint a Chairman and shall serve as ex-officio member of all committees except the Nominating Committee.
- D. All Chairmen and committee members must be active members in good standing.

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 continue education, exchange ideas, and advance our profession.

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 altered, amended, or repealed and new bylaws may be adopted by a majority vote of those active members voting, provided that the alteration, amendment, or repeal has been approved by the Board and submitted to the active members not less than thirty (30) days prior to the date established as the voting deadline.

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 – COLLABORATION

FADVS may enter into written agreements of collaboration with other organizations and business entities for the benefit of FADVS, membership and the promotion of health care volunteer services. This is subject to a two-thirds affirmative vote of the Board of Directors.

ARTICLE XV – 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, October 2018
RETYPED: July 2004, July 2008