

# **Volunteer Administrators Bylaws**

## **ARTICLE I: NAME**

The name of the organizations shall be **Southwest Missouri Association of Volunteer Administrators**.

## **ARTICLE II: MISSION**

The mission shall be to promote, support, and advocate volunteerism and professionalism in volunteer administration in southwest Missouri.

## **ARTICLE III: PURPOSE**

Section 1. The purpose of this organization shall be:

- A. To provide training, education, and learning opportunities for organizations members.
- B. To provide members with opportunities to share and exchange knowledge and experience in the involvement of volunteers.
- C. To support and upgrade the role of professionals working in the volunteer field.
- D. To support and advocate the expansion of volunteer services.

## **ARTICLE IV: MEMBERSHIP**

Section 1. Eligibility

- A. Any individual actively involved in volunteer development and management, or in an organization that promotes volunteerism, shall be eligible.

Section 2. Rights of Membership

- A. Members shall have the right to vote at all membership meetings in accordance with Article XIII of these bylaws.
- B. Members shall have the right to serve as officers of the Executive Board, if elected.

- C. Members shall have the right to chair committees by appointment or election.
- D. Members shall have the right to participate in all meeting and events.
- E. Members shall have the right to voice any opinions, grievances and issues at any meeting of the Executive Board, as specified in Article VII, section 4D of these bylaws.

## **ARTICLE V: MEETINGS**

- A. Meetings will be scheduled quarterly on the second Tuesday in January, May, July, and October.
- B. The Executive Committee will meet quarterly prior to the regular membership meetings.
- C. The Executive Committee maintains the right to call special meetings of the membership when deemed necessary.
- D. The May meeting will be considered as the annual meeting, including the election of new officers (if needed). It will be an afternoon meeting with an educational program to follow the business meeting.
- E. The annual volunteer fair will be held in the fall with the date to be determined each year at the January meeting.

## **ARTICLE VI: DUES**

### Section 1. Payment

Dues shall be payable to the Treasurer on or before October 1<sup>st</sup> of each year. Members in arrears at the January quarterly meeting shall automatically be dropped from membership. Dues will be charged per organization.

### Section 2.Amount

The Executive Committee will establish the amount of the dues. The fee for the annual volunteer fair is included in the dues.

## **ARTICLE VII: OFFICERS:**

### **A. President**

1. The term of office for the President shall be two years, and may serve no more than two consecutive terms.
2. The President shall preside at all meetings of the membership.
3. The President shall be an ex officio member of all committees except the Nominating Committee.
4. The President shall serve on the Gift of Time Planning Committee along with the Vice President.

### **B. Vice President**

1. The term of office for the Vice-President shall be two years, and may serve no more than two consecutive terms.
2. The Vice-President shall be an ex officio member of all committees except the Nominating Committee.
3. The Vice-President shall preside over meetings when the President is unable to attend. In case of a permanent vacancy in the office of President, the Vice-President shall automatically assume the Presidency for the remainder of the term.
4. The Vice President will coordinate the Spring Educational Seminar and shall also serve on the Gift of Time Planning Committee along with the President.

### **C. Secretary**

1. The Secretary shall be responsible for keeping minutes of the membership meetings.
2. The Secretary shall be responsible of notifying the membership of meeting date and location at least a week prior to the meeting.
3. The Secretary shall be responsible for conducting all correspondence for the organization.
4. The term of office of Secretary is two years and the Secretary may serve no more than two consecutive terms.

### **D. Treasurer**

1. The Treasurer shall be responsible for depositing all the funds of the organization in a financial institution.
2. The Treasurer shall disburse said funds when approved by the membership.

3. The Treasurer shall collect dues as set out in Article VI, Section 1.
4. The Treasurer shall keep an itemized account of all receipts and disbursements.
5. The Treasurer shall present a report at each membership meeting.
6. The term of office of Treasurer is two years, and the Treasurer may serve no more than two consecutive terms.

## **ARTICLE VIII: COMMITTEES AND DUTIES**

### Section 1. Standing Committees

- A. There shall be the following standing committees: Executive, Finance and Public Relations.
- B. The chair and members of these committee will be established at the annual meeting in May.
- C. Other committees will be established as needed.

### Section 2. Duties, Chairs, and members of standing Committees

- A. Executive Committee
  1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Historian, Public Relations and Past President.
  2. The Executive Committee shall plan annual reports for the membership.
  3. The Executive Committee shall meet upon the call of the President or upon request of three members of the Executive Committee.
- B. Finance Committee
  1. The Finance Committee shall consist of the Treasurer, who shall serve as Chair, a member of the Executive Committee and two members of the general membership.
  2. The Finance Committee shall review all financial reports prior to their submission at any and all meeting of the membership.
  3. The Finance Committee shall establish a annual budget. The budget will be approved by the membership at the annual meeting.

C. Public Relations Committee

1. The Public Relations Committee shall consist of the Historian, who shall serve as Chair, as member of the Executive Committee and one member of the general membership who will assist with media relations and additional members as desired.
2. The Public Relations Committee shall oversee the scrap-Book, take photos at events, revise brochure every two years, update Resource Directory, quarterly newsletter and handle media releases and media pitches.

D. Other committees

1. Committees will be established as needed throughout the year at the quarterly meetings.

## **ARTICLE IX: ELECTIONS**

### Section 1. Nominations

- A. A Nominating Committee of three will be established at the January meeting to prepare a slate of candidates for end of term vacancies in the Executive Committee.
- B. Any members of the Association may make a nomination to the Nominating Committee.
- C. The Nominating Committee has the responsibility of contacting each nominee to verify their willingness to serve.

### Section 2. Voting

- A. Voting shall take place at the May meeting.
- B. A simple majority shall determine the election.

## **ARTICLE X: AMENDMENTS**

### Section 1. Submission of Amendments

- A. All amendments to the bylaws of this organization must be submitted in writing to the membership at least fourteen days in advance of the meeting which they are to be considered.
- B. Amendments to these bylaws must pass by a majority vote of the membership present at a regular or special meeting, provided a quorum exists.

### Section 2. Addition of Amendment to bylaws

- A. Amendments to these bylaws will be added by a bylaws committee And copies made available to all members within sixty days after the meeting in which they passed.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

### Section 1. Presidents Authority

- A. The President has full parliamentary authority over all meetings in which they preside, unless otherwise corrected.
- B. The “Roberts Rules of Order, Newly Revised” will be used in all meetings as a guide for procedure.

## **ARTICLE XII: VOTING RIGHTS OF MEMBERS**

### Section 1. Voting participant

- A. All members who are current with their membership dues may vote at all meetings of the membership.
- B. Voting rights in this organization begin immediately upon membership and payment of dues.

Approved 7.11.07