

**PAHVRP  
Bylaws  
of the  
Pennsylvania Association of  
Healthcare Volunteer Resource Professionals**

**ARTICLE I – NAME AND MISSION**

**Section 1: NAME**

The name of this organization shall be the “Pennsylvania Association of Healthcare Volunteer Resource Professionals,” hereinafter called the “Association.”

**Section 2: MISSION**

The Association shall promote the professional development of volunteer management in health care institutions through the development and promotion of standards of excellence. These standards of excellence are the basis for education and advocacy for members. PAHVRP will utilize all available resources:

- a) To facilitate the exchange of ideas, information and consultative services for members.
- b) To educate and develop healthcare professionals to excel as leaders in integrating volunteer resources into positive healthcare outcomes.

**Section 3: OBJECTIVES**

- a) Foster relationships with institutions, allied associations and community agencies.
- b) Support the efforts of the Regions to conduct regular meetings and educational programs.
- c) Encourage and support members to develop their knowledge and increase their competence in the field of volunteer resources administration.
- d) Provide a mechanism for the interchange of ideas in support of matters relating to volunteer resources.

**ARTICLE II – MEMBERSHIP**

**Section 1: Classes of Membership**

Membership in the Association shall consist of the following: Full and Honorary.

**Section 2: Eligibility**

- a) Full Membership – Full membership in the Association may be granted to persons who are responsible for the operation of the volunteer resources department in their organization including affiliated retail operations or related disciplines, and actively employed in health care settings or in a setting where health care services are provided. These members have full voting privileges and may hold office. Full

membership entitles individuals to vote, serve on the Association board, chair committees, serve on Committees, and receive all appropriate Association communications. Members may join any Region and attend meetings in any or all Regions.

- b) Honorary Membership – Honorary membership may be granted to persons who are not eligible for Full Membership and who have made outstanding contributions to the field of volunteer resources administration. Honorary member status is granted to those nominated by another member in good standing and upon approval by the membership and honorary members do not pay dues and are not eligible to vote.

### **Section 3: Application**

Membership in the Association is initiated at the State or Regional level and shall become effective upon receipt of the properly completed application form and receipt of specified dues.

### **Section 4: Transfer of Membership**

If a member leaves his or her position in a health care facility while still a member in good standing, the individual's membership may be transferred to his or her successor for the remainder of the paid dues period.

### **Section 5: Suspension and Termination**

- a) Nonpayment of Dues – The Association operates on a calendar/fiscal year. Dues are payable on or before January 1. Membership in the Association shall be automatically terminated for failure to pay dues by February 28<sup>th</sup>.
- b) Reinstatement Following Nonpayment of Dues – Membership may be reinstated upon receipt of the delinquent dues payment.
- c) Loss of Eligibility – The membership of any person who no longer meets the eligibility criteria, set forth in Article II, Section 2, shall be terminated.
- d)
- e) Suspension or Expulsion – The Board of Directors may suspend or expel any member for just cause, at any time, after giving such member an opportunity for a hearing before the Board of Directors. Any member suspended or expelled may be reinstated by the affirmative vote of a majority of the members of the Board of Directors present and voting. The term “for just cause” shall include, but not be limited to, any violation of these Bylaws or conduct on the part of said member that negatively impacts the interest and welfare of the Association and its members.

## **ARTICLE III – DUES AND FINANCES**

### **Section 1: Members' Dues**

The Board of Directors of the Association shall establish the dues for each tier of membership annually.

## **Section 2: Finances**

The State shall have an annual operating budget established and approved by the Board of Directors. The fiscal year shall start on January 1 and end on December 31.

## **Section 3: Dues**

Annual dues renewal notices will be given by mail, fax, or e-mail, to members by November 30th. Payment will be required by February 28<sup>th</sup>. If payment is not received by February 28<sup>th</sup>, membership will be terminated unless documentation can be provided from the organization's finance department indicating that payment is in process.

## **ARTICLE IV – MEETINGS**

### **Section 1: Regular Meetings**

There shall be an annual membership and other regular meetings of the Association as may be fixed by resolution of the Board of Directors. The time, place, and method of such meetings shall be designated by the Board and written notice, by mail, fax or e-mail, given to the membership not less than thirty (30) days before the dates so fixed.

- a) Regional meetings will occur at least four times per year.
- b) Members may invite a guest to attend a regular meeting; however, as non-members, these individuals cannot vote and are not eligible to serve on Committees or on the Board. Non-members may be assessed a program fee, payable by check to PAHVRP and sent to the Treasurer.

### **Section 2: Special Meetings**

Special meetings of the Association may be called by the President, or in his/her absence, by the President-elect or upon the written request of not less than one-sixth (1/6) of the full members. Such request shall be directed to the Secretary, and the request shall recite the object of the meeting. The Secretary shall give notice in writing, by mail, fax or e-mail to the membership not less than ten (10) days before the date fixed for such special meeting, which notice shall recite the object of the meeting.

### **Section 3: Quorum**

A quorum of the Association shall consist of one-fourth (25%) of the then eligible members.

### **Section 4: Voting Rights & Privileges**

Each member shall be entitled to a vote at any regular or special meeting of the Association. At the Board's direction, voting may take place by mail, e-mail or fax. The signed ballot must be returned by mail, email or via fax by the deadline on the ballot.

## **ARTICLE V – OFFICERS**

### **Section 1: Officers**

The officers of the Association shall be the President, Vice President the Secretary and the Treasurer. Only Full members in good standing shall be eligible for office.

### **Section 2: Nominations**

The Nominating Committee shall submit written nominations, for each office, by mail, fax or E-mail, to the Board of Directors, not less than sixty (60) days in advance of an established election date, which will be set by the board, and conclude no later than November 15 of the current year, and to the membership thirty (30) days in advance of the established election date. Members may propose write-in candidate(s), for any office, on the ballot provided with the consent of the proposed candidate.

- a) Nominations for Regional Directors must be submitted to Regional members thirty (30) days prior to the established election date at which the vote is taken.

### **Section 3: Officers Elected By the Membership**

The President, Vice President, Secretary and Treasurer shall be elected for a term of two years by a majority vote of active members. Elected officers shall assume their responsibilities on July 1 following their election.

- a) Regional Directors are elected to a two-year term by the members of that Region and will assume their responsibilities on July 1.
- b) Election of officers will occur every two years in even years.
- c) At the discretion of the board, special election may be held as needed.

### **Section 4: Vacancies**

- a) If the office of President is vacated, the Vice President immediately becomes the President for the duration of the unexpired term and continues to serve as President for the originally scheduled term.
- b) If the office of Vice President is vacated, the Board of Directors shall appoint a member of the board to fill the vacancy for the remainder of the term. In the event that no current member of the board or Regional director can accept this position, the board may appoint a member in good standing to fulfill the remainder of the term.
- c) If the offices of both the President and Vice President are vacated, the Board of Directors appoints a President pro tempore from the current board. The President pro tempore serves until the Nominating Committee completes a special election for the President and Vice President.
- d) If the office of the immediate past President is vacated, the previous year's immediate past President will fill that position for the duration of the unexpired term or the Board of

Directors shall appoint an a member in good standing to fill the vacancy for the remainder of the term.

- e) If the office of Secretary or Treasurer is vacated during the term of office for any reason, that office shall be filled by Board appointment for the unexpired term remaining.

### **Section 5: Duties**

**The Duties of the Officers of PAHVRP** and the Association Bylaws will be sent by the President to each Association board member when their term of office begins. The Duties of the Officers of PAHVRP will be reviewed by the Board at the last Board meeting of each calendar year and revisions made as appropriate.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section 1: Composition**

The Board of Directors shall consist of the Officers of the Association, the immediate Past President, Membership Chair, Communications/Technology, Professional Development, and the Regional Directors. Each Director shall have one vote. Each Director shall be a Full member in good standing of the Association.

### **Section 2: Responsibilities, Duties and Powers**

- a) The Board of Directors shall be responsible for the implementation of the mission of the Association and shall choose the location, format and programs for the meetings of the Association.
- b) The Board of Directors shall prepare and adopt the budget of the Association and oversee the financial administration in a manner that is consistent with the budget and the mission of the Association.
- c) The Board of Directors shall recommend to the membership the admission of affiliate Regions and the alignment or realignment of Regional territories.
- d) The Board of Directors shall be responsible for the implementation and interpretation of these Bylaws and for the final resolution of all Association and Region disputes, provided that no member shall be deprived of any right it asserts under these Bylaws without first being given at least thirty (30) days written notice of any intended action by the Board and an opportunity to appear in person and be heard by the Board
- e) The Board of Directors shall take no action that is inconsistent with the provisions of these Bylaws or the duly adopted resolutions of the membership.

### **Section 3: Meetings of the Board of Directors**

- a) Regular Meetings – Regular meetings of the Board shall be held at specific intervals as determined by the Board of Directors.
  - 1) The Board shall meet a minimum of twice per year.
  - 2) Regular meetings may include in-person, audio conference or video conference participants.
- b) For succession planning purposes, Regional Directors may invite interested members of

their Region to a Board meeting with prior approval of the President.

- c) Invited guests will not having voting privileges.
- d) Special Meetings – Special meetings of the Board may be called at any time by the President or upon written request of not less than four (4) members of the Board. Notice of special meetings shall be conveyed at least two (2) days in advance thereof by mail, fax, e-mail, or other method of conveyance unless such notice be waived by attendance or by a written waiver signed by the member either before or after such special meeting.

#### **Section 4: Quorum**

A majority (51%) of the Board of Directors shall constitute a quorum.

#### **Section 5: ACTIONS BY THE BOARD**

The Board of Directors shall maintain or cause to be maintained a record of its actions as evidenced by written minutes.

#### **Section 6: Executive Committee**

There shall be an Executive Committee of the Board of Directors which shall consist of the officers of the Association. The Executive Committee will consist of the President, Vice President Secretary, Treasurer, and the Past President. The Board of Directors may, by an affirmative two-thirds (2/3) vote of all Directors, temporarily vest the Executive Committee with power to act for the full Board of Directors until the next meeting of the Board at which a quorum is present.

### **ARTICLE VII – COMMITTEES**

#### **Section 1: Standing Committees**

The Association shall have the following Standing Committees:

- Communications/Technology
- Membership (Scholarship)
- Finance (Audit)
- Governance Committee (Nominating/Past President)
- Professional Development (Education, Burston Award Committee)
- State Conference Committee

#### **Section 2: Appointment of Committee Chairs**

The Chairperson of each Committee will be as indicated below or appointed by the President members with input from the Board of Directors.

### **Section 3: Committee Functions**

#### **A. Governance Committee**

- a) The Governance Committee shall consist of the President-Elect as Chairperson and one person from each Region. Each Regional Director shall appoint one member to the Governance Committee who is not a member of the State Board.
- b) The Governance Committee shall be chaired by the President-Elect of the Association. In the absence of such a person, the Board of Directors will appoint the Chairperson of the Governance Committee.
- c) The Bylaws will be reviewed every year. It will be the responsibility of the President-Elect with the Governance Committee to review the Bylaws.
- d) Nominating Committee is a subcommittee of Governance Committee. The Nominating Committee shall be chaired by the Immediate Past President.
- e) It shall be the duty of the Nominating Committee to submit in writing, to the Board of Directors, the names of its nominees for each Association office except President at least thirty (30) days prior to the annual meeting or voting period.

#### **B. Membership Committee – The Membership Committee is comprised of the State Membership Chairperson and a representative from each Region.**

- a) The Membership Committee is responsible for the retention and recruitment of members in each Region.
- b) The Membership Committee shall be responsible for the maintenance of membership records related to class, eligibility and good standing of members.
- c) The Committee shall maintain a current list of each class of membership. .
- d) Scholarship Committee – The Scholarship Committee is a subcommittee of the Membership Committee and shall have its own Chairperson as appointed by the Membership Committee Chair. The Scholarship Committee shall annually review the eligibility criteria, announce the timeline for submitting applications, review applications and promote availability of scholarships to members.

#### **C. The Professional Development Committee reports to the Vice President and is comprised of a minimum of two/three members from each Region. It shall be the duty of the Committee to provide education and professional development for the members. This mission will be achieved by designing educational opportunities that reach members at all learning levels relevant to the discipline and that respond to our changing roles. The Committee will establish an educational focus for the year and work with the Conference Planning Committee on the education track for the annual conference. The Committee will provide opportunities for members who plan to take professional certification exams (CAVSCCVA, CDVS).**

- a) The Burston Award Committee is a subcommittee of the Professional Development Committee and is comprised of three (3) prior award recipients with input from the Regional Directors. The President of the Association is an ex-officio

member, without vote (unless in the case of a tie) of the Committee. The Burston Award for Outstanding Achievement in Volunteer Administration will be presented at the annual meeting. The Burston is responsible developing the nomination timeline, securing nominations and selecting the recipient. Additional duties include collaborating with professional development and communications to plan the award presentation and subsequent related communications.

- b) State Conference Planning Committee – The State Conference Planning Committee is a subcommittee of the Professional Development Committee. It shall be the duty of the State Conference Committee to plan and coordinate the annual meeting and, in collaboration with the Professional Development Committee, plan the educational track for the conference. Committee membership will include representatives from each Region.

D. Finance Committee - The Finance Committee will consist of the Treasurer as Chairperson and one representative from each Region. It will be the responsibility of the Finance Committee to develop an investment plan and monitor the state and conference budgets.

- a) The Internal Audit Committee shall be a sub-Committee of the Finance Committee and shall consist of three Regional representatives selected by the President at the conclusion of each calendar year. The immediate past Treasurer can be called upon for assistance if needed.
- b) The Internal Audit Committee will meet at a time, place or manner to be determined by the Chairperson.
- c) It shall be the duty of the Internal Audit Committee to complete its review process and submit in writing, a report for the President and Board no later than the end of the first quarter of the next calendar year. The annual audit will include verification of the year-end revenue and expense report and changes in fund balances.
- d) All requests for reimbursement must be submitted to the Treasurer with the President's approval prior to December 15 so that expenses will be recorded in the year in which they are incurred.

E. Communications/Technology Committee shall be Chaired by the Secretary of the Board and comprised of one member from each Region It shall be the duty of the Committee to maintain the PAHVRP website with the assistance of a webmaster, if necessary. They shall work with all Committees to provide awareness and education to the general membership and enhance communications within the Association.

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#### **Section 4: Powers of Committees**

The powers and actions of all Committees shall be to recommend programs and policies for action to the Board of Directors, except as otherwise provided in these Bylaws.

### **ARTICLE VIII – AFFILIATED REGIONS**

#### **Section 1: Proposal for Affiliation**

At least five (5) persons who are members of the Association may propose in writing to the Board of Directors the formation of a new Region.

#### **Section 2: Action on Affiliation**

If it appears to a majority of the Board of Directors that the proposed affiliation will promote the objectives of the Association, the Board shall recommend the affiliation for approval at the next regular or special meeting of the membership.

### **ARTICLE IX – AMENDMENTS**

#### **Section 1: Amendments**

These Bylaws may be amended by the affirmative vote of two-thirds (2/3) of members. A proposed amendment, unless initiated by the Board of Directors, must be endorsed in writing by not less than ten (10) members, and filed with the Secretary at least thirty (30) days prior to the meeting at which such amendment is to be considered. The Secretary shall refer the proposed amendment to the Board and shall send notice of such proposed amendment by email to each full member of the Association not less than ten (10) days prior to the meeting at which the amendment is to be considered.

At the Board's direction, ballots may be emailed to members to vote on a proposed amendment. An affirmative vote of two-thirds (2/3) of the returns will amend a by-law.

#### **Section 2: Effective Date of Amendments**

Provisions of the Bylaws of the Association or amendments thereto, when adopted at any meeting, shall become effective upon adoption unless otherwise stated in the Bylaws or the amendments.

## **ARTICLE X – DISSOLUTION**

### **Section 1: Dissolution**

Following an affirmative vote for dissolution of two-thirds (2/3) of the membership, all Association members shall then be notified of the dissolution. The Association is organized exclusively for charitable, scientific and education purposes. It shall be so conducted that no part of its income and earnings will be distributed to the benefit of any member. Upon dissolution, any assets of the Association remaining after payment of just debts shall belong to not-for-profit agency designated by the Board of Directors.

## **ARTICLE XII—MISCELLANEOUS**

### **Section 1: Proceedings**

All proceedings of the meetings of the Association, the Board of Directors, and the Committees shall be governed by accepted parliamentary procedures, unless otherwise provided in these Bylaws.

Adopted 4/02

Revised 10/04; 10/11/07, 1/6/09, 10/29/10, 12/16/11, 12/14/2012, Approved 10/16/2013.

Revised 7/25/14 (for approval 7/25/14 + 10/16/14 @ annual meeting + approved by board at 12/12/14 board meeting

9/6/18 prepared for submission to the Board of Directors for approval.

12/20/18 – APPROVED

7/1/21 – prepared for submission to the Board of Directors for approval.

**XX/XX/XX** – APPROVED (?)