

HOSPITAL VOLUNTEERS OF KANSAS
BYLAWS

ARTICLE I – NAME

The name of this association shall be the Hospital Volunteers of Kansas, hereafter referred to as HVK.

ARTICLE II – PURPOSE

The purpose of this association shall be to act as a coordinating body for its member volunteers; shall assist in the organization of hospital volunteers; develop leadership; promote community awareness; promote benefits and objectives of member volunteers; and work with the Kansas Hospital Association, hereafter referred to as KHA, in the promotion of better healthcare.

ARTICLE III – MEMBERSHIP – DUES

Section A. Active Membership in HVK shall be open to all volunteers whose hospitals are affiliated with the KHA.

This membership shall allow the volunteers to have voice and vote in all HVK functions and to be eligible to receive the Award of Excellence.

Section B. Dues

1. Dues for Hospital Volunteer Membership shall be reviewed annually by the Board of Directors in consultation with Kansas Hospital Association.
(NOTE: See Dues Structure in Administrative Policies and Procedures.)
2. Hospital Volunteer and Associate Membership dues are payable by November 1 of each year. Any membership could be terminated if dues are not paid on or before December 1st of the current year.

ARTICLE IV – OFFICERS

Section A. The officers of this association shall be President, President-Elect, Recording Secretary, Membership Secretary, and Treasurer. With the exception of the incumbent President-Elect who automatically becomes the President, the officers shall be elected by a majority vote of the delegates at the biennial meeting. The President and President-Elect shall serve a term of two (2) years and cannot succeed themselves in offices. All other officers shall serve a two (2) year term in the same office but may be extended by the approval of the Executive Committee.

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- Section B. Officers of this association must be residents of Kansas, members in good standing in their volunteer unit, and must be taken from the active membership of HVK.
- Section C. The office of President and President-Elect shall be filled by members who have served on the Board of Directors a minimum of two (2) years.
- Section D. Should a vacancy in an elective office occur for any reason, the vacancy shall be filled by the Executive Committee. The appointee shall serve the unexpired term of office.
- Section E. Nominations – Elections
1. The Nominating Committee shall consist of at least five (5) members who shall include the immediate Past-President of HVK and the currently serving second-and third-year District Coordinators. The Executive Committee shall appoint the remaining members of the Nominating Committee, as needed, from the Board of Directors and, if the immediate Past President is unable to serve, shall appoint the Chairperson. The Nominating Committee shall select one nominee for each office. If for any reason, the slate of officers has a vacancy that is not filled before the State Convention business meeting, the election will proceed.
 2. The slate of officer candidates shall be distributed by mail or electronically at least three (3) weeks in advance of the biennial election. Nominations may be made from the floor with the prior written consent of the nominee, provided a voting delegate makes the nomination.
 3. Election shall be by written ballot unless there is but one (1) nomination for each office and there are no further nominations from the floor. By general consent, the written ballot may be dispensed with and the vote for the entire ticket taken via voice. A majority vote of eligible delegate voters present elects the candidate. (An eligible voter (delegate) is named on the registration form for the convention and will be issued a paddle or some identifying token by which the voter (delegate or alternate) will hold up when a vote is requested.)
 4. A majority vote of eligible delegates present, and voting shall constitute an election.
 5. All officers shall be installed at the biennial meeting.

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ARTICLE V – DUTIES OF OFFICERS

- Section A. The President shall be the chief executive officer of the Association and shall preside at all meetings of the Executive Committee, Board of Directors, and general membership; shall be an ex officio member of all committees except the Nominating Committee; shall serve as liaison with the KHA to insure cooperation between KHA and HVK. The President shall appoint a Parliamentarian, Sunflower Editor/Historian, Legislative Chairperson, and Convention/Education Chairperson.
- Section B. The President-Elect shall assist the President at any time requested. In the absence or disability of the President, the President-Elect shall assume all duties and responsibilities of the office of President. The President-elect of HVK shall render a written report (can be the 5-year Statistical report) to the membership of the year's activities at the close of the calendar year.)
- Section C. The Recording Secretary shall keep minutes of all meetings, be responsible for a report of such meetings and shall perform such other duties as may be required.
- Section D. The Membership Secretary shall be responsible for maintaining the membership roster and records and shall perform such other duties as may be required.
- Section E. The Treasurer shall receive all funds of the association and shall deposit such funds in the bank in the name of HVK. The Treasurer shall pay, upon receipt of vouchers duly signed by the President, such bills as are established by the budget and keep an itemized account of all receipts and disbursements. The Treasurer shall prepare dues statements for all HVK members.
- Section F. The President, President-Elect, and Treasurer shall be the signatories on the bank account. The Treasurer will have the books audited annually by two (2) members approved by the President.

ARTICLE VI – BOARD OF DIRECTORS

- Section A. The Board of Directors shall consist of the President, the elected officers, the Past President, Parliamentarian, District Coordinators, Sunflower Editor/Historian, Legislative Chairperson, Convention/Education Chairperson(s), Chairperson of each Standing Committee, and two (2) at large members.
- Section B. The Board of Directors shall govern, manage, and operate HVK. They shall have a minimum of four (4) scheduled meetings a year – one (1) prior to the spring district meetings, one (1) prior to the biennial meeting, and two (2) at the

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discretion of the President. A majority of the voting members of the Board of Directors shall constitute a quorum.

Section C. The Board of Directors, in conjunction with KHA, shall be the determining body for the establishment of annual dues.

Section D. The Board of Directors shall be responsible for establishing and maintaining a Board Administrative file in their job binder (given at their first meeting), which shall contain copies of Bylaws, administrative Policies and Procedures, Job Descriptions for each office, and pertinent materials for the association.

ARTICLE VII – EXECUTIVE COMMITTEE

Section A. The President, President-Elect, Past President, Recording Secretary, Membership Secretary, Treasurer, Parliamentarian and two (2) at large members shall comprise the Executive Committee of HVK.

Section B. The Executive Committee shall meet at the call of the President and shall be empowered to act between the meetings of the Board of Directors. A majority of the members of the Executive Committee shall constitute a quorum. All members of the Executive Committee shall have voting rights at board meeting functions.

ARTICLE VIII – DISTRICTS

Section A. The Hospital Volunteers of Kansas shall be divided into districts by HVK in consultation with KHA.

Section B. Each established district will have a District Coordinator. Current District Coordinators shall secure their replacement and submit the name(s) to the President-Elect for approval by the Board of Directors. An Assistant District Coordinator may be appointed in any of the established districts, should the need arise.

Section C. Each District Coordinator shall be a member of the Board of Directors and shall serve as the liaison and resource person to the members of their district.

Section D. Each district shall hold a district meeting annually. The purpose of this meeting shall be educational.

ARTICLE IX – COMMITTEES

Section A. The Standing Committees are Bylaws, Finance, Nominating, and Convention/Education.

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- Section B. The Bylaws Committee shall consist of the President, President-Elect, immediate Past President, Parliamentarian, Recording Secretary, Membership Secretary, two (2) at large members and any additional appointees named by the President. They shall be responsible for reviewing and presenting any recommended Bylaws amendments to the Board of Directors for necessary action.
- Section C. The Finance Committee shall consist of the President, President-Elect, Treasurer, and the two (2) at large members. They shall be responsible for preparing the annual budget for approval by the Board of Directors at the first board meeting of each year. The calendar year of HVK shall be January 1 through December 31 (as requested by KHA).
- Section D. The Convention/Education Committee shall consist of the Past President, Convention Chairpersons and HVK/KHA Convention Liaison, Legislative Chairperson, President, and President-Elect, and two (2) at large members and any other persons appointed by the President. They shall be responsible for planning of special events, overall program, and education.
- Section E. Special Committees may be established by the Executive Committee.

ARTICLE X – OFFICIAL PUBLICATION

- Section A. The official publication of HVK shall be the “Sunflower Newsletter.”
- Section B. The Editor for the Sunflower Newsletter shall be appointed by the President and shall serve as a member of the Board of Directors.
- Section C. There shall be four (4) issues of the Sunflower Newsletter printed annually. Each Hospital Volunteer President and all Associate Members shall receive a copy of each issue.

ARTICLE XI – BIENNIAL CONVENTION MEETING

- Section A. The HVK State Convention shall be held every odd year in conjunction with the KHA State Convention held in Wichita and shall be biennial hereafter. The date of the convention shall be determined by KHA.
- Section B. Election and Installation of HVK Officers shall take place at the biennial meeting.
- Section C. Members of the Board of Directors shall be eligible to vote.

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- Section D. Hospital Volunteer members shall be represented by no more than one (1) delegate at the biennial meeting for voting purposes. They may designate one additional person to serve as an alternate if a vacancy arises.
- Section E. A majority of the eligible delegates present at the biennial meeting shall constitute a quorum.

ARTICLE XII – ADMINISTRATIVE POLICIES AND PROCEDURES

These Bylaws shall be supplemented by the HVK Administrative Policies and Procedures. The Administrative Policies and Procedures incorporate decisions made by HVK's Board of Directors on methods for the administration of the basic policies in the Bylaws, and they may not supersede the authority established in the Bylaws.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which may be adopted.

ARTICLE XIV – AMENDMENTS

Proposed amendments of these Bylaws shall first be submitted in writing to the Bylaws Committee. The Bylaws Committee will review and comment on the proposed change to the Executive Committee, who in turn will make a recommendation to the Board of Directors. The Board of Directors shall present these amendments for consideration at the biennial meeting. Notice of the proposed changes shall be sent to all current members at least 3 weeks (21 days) prior to the biennial meeting. The Bylaws may be amended or altered by a majority vote of the delegates present at the biennial meeting. In the event a biennial meeting is not held, an oral or mail-in ballot of the delegates will be allowed. Amended Bylaws shall be submitted to the Kansas Hospital Association.

ARTICLE XV – DISPOSITION OF ASSETS

On dissolution of the organization, the assets of the organization remaining after payment of all outstanding debts and liabilities shall be transferred to an organization exempt from income tax under Section 501A for the Internal Revenue Code or the corresponding section of the law then existing. Said assets shall be used by such transferee organization for educational purposes.

(Bylaws revised and adopted at the Annual Convention, 11/09/77)
(Bylaws revised and adopted at the Annual Convention, 11/01/78)
(Bylaws revised and adopted at the Annual Convention, 11/17/83)
(Bylaws revised and adopted at the Annual Convention, 11/08/84)
(Bylaws revised and adopted at the Annual Convention, 11/05/86)
(Bylaws revised and adopted at the Annual Convention, 11/04/87)
(Bylaws revised and adopted at the Annual Convention, 11/15/89)
(Bylaws revised and adopted at the Annual Convention, 11/10/93)
(Bylaws revised and adopted at the Annual Convention, 11/13/96)
(Bylaws revised and adopted at the Annual Convention, 11/10/99)
(Bylaws revised and adopted at the Annual Convention, 11/13/08)
(Bylaws revised and adopted at the Annual Convention, 11/14/13)
(Bylaws revised and adopted at the Annual Convention, 09/11/15)
(Bylaws revised and adopted at the Annual Convention, 09/08/17)
(Bylaws revised and adopted at the Annual Convention, 09/07/18)
(Bylaws revised and adopted at the Annual Convention, 09/06/19)
(Bylaws revised and adopted via e-mail 09/09/21)