

**KANSAS ASSOCIATION
FOR
HEALTHCARE VOLUNTEER RESOURCE PROFESSIONALS
BYLAWS**

**ARTICLE I
NAME**

The name of the association shall be the Kansas Association for Healthcare Volunteer Resource Professionals [KAHVRP].

**ARTICLE II
PURPOSE**

The purpose of this Association shall be:

To provide an organized structure for ongoing development, advancement and recognition of professional administration of Departments of Volunteer Services within health care facilities, which would include hospitals, senior care, and hospice.

**ARTICLE III
OBJECTIVES**

Objectives of this Association shall be:

- 1) To develop standards and sound practices for Departments of Volunteer Resources in health care facilities.
- 2) To establish and maintain communication among hospital Professionals of Volunteer Resources in Kansas.
- 3) To offer educational opportunities for continued growth and professional development in the field.
- 4) To further the promotion and recognition of Departments of Volunteer Resources in health care facilities.
- 5) To attract new persons to the professional and to retain skilled persons.
- 6) To incorporate the process of continuous quality improvement.
- 7) To strengthen relationship with the Kansas Hospital Association.

ARTICLE IV MEMBERSHIP

Section 1. **ELIGIBILITY.** Individuals eligible for membership in the Association shall be those persons employed and recognized by the Administration of health care institutions as having major and continuing responsibility for the volunteer services with those institutions.

- (a) Individuals meeting the eligibility criteria shall submit a completed application to the Treasurer.
- (b) Membership becomes effective upon receipt of a properly completed application form and specified dues.
- (c) No membership shall be rejected on grounds of race, sex, or type of hospital serviced by the Volunteer Program.

Section 2. **CLASSES OF MEMBERSHIP.**

- (a) **ACTIVE MEMBERSHIP** may be granted to directors, assistants, or coordinators of volunteer programs in institutions holding active institutional membership in the Kansas Hospital Association [KHA]. Active members shall have full membership privileges.
- (b) **ASSOCIATE MEMBERSHIP** may be granted to directors, assistants, or coordinators of volunteer programs in institutions, or those in transition from their former institution and wish to continue KAHVRP affiliation, which are eligible for, but do not hold active institutional membership in the KHA. Associate members shall have full membership privileges.

Section 3. **MEETINGS**

- (a) The membership shall meet at least annually. The meeting held during the time of the Kansas Hospital Association Annual Convention shall be designated as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committee chairpersons, and for any other business which may arise.
- (b) Special meetings may be called by the President with approval of the Executive Committee or upon written request of one-third of membership. Special meetings shall be limited to consideration of subjects listed in the official call for such meetings unless it is otherwise ordered by unanimous consent of the membership present and voting. The Secretary shall send a notice of a special meeting to the membership to be received not less than five (5) working days prior to the meeting.

Section 4. **VOTING**

Active and Associate members shall be entitled to one voice or mail vote in the election of officers and other business requiring a vote from the membership.

- (a) One-third of the voting membership shall constitute a quorum.
- (b) There shall be no vote by proxy.

Section 5. **TERMINATION/TRANSFER OF MEMBERSHIP**

- (a) Termination of active or associate membership is automatic when a member leaves the profession. If such a vacancy occurs and the institution pays the dues, his/her replacement assumes the membership for the remainder of the fiscal year, provided the eligibility requirements are met.
- (b) A member may resign by submitting a letter of resignation to the Association President.

**ARTICLE V
DUES**

All members shall pay dues in the amount determined by the membership. Annual dues shall be paid on or before December 1 and become delinquent on March 1.

**ARTICLE VI
OFFICERS**

Section 1. **ELIGIBILITY.** Active and Associate members shall be eligible for office.

Section 2. **OFFICERS.** The officers shall be President, President-Elect, Secretary and Treasurer.

Section 3. **TERMS OF OFFICE.** Officers shall be elected for one year.

Section 4. **ELECTION AND INSTALLATION**

- (a) Election shall be held at the Annual Meeting. The Nominating Committee shall recommend a slate of officers and nominations may also be made from the floor. To elect an officer, a majority of all votes cast shall be necessary.
- (b) Newly elected officers shall be installed and take office at the close of the Annual Meeting.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. PRESIDENT.

- (a) The President shall preside at all meetings of the Membership, Board of Directors and Executive Committee.
- (b) The President shall select the Chairman of all committees, except the Nominating Committee in accordance with these Bylaws, and shall be an ex-officio member of all committees except the Nominating Committee.
- (c) The President shall sign checks in the absence or disability of the Treasurer.
- (d) The President or his/her designee shall be the liaison between affiliate group and other professional groups.
- (e) The President shall be responsible for review of Bylaws and Policies and Procedures to determine if revisions are necessary in accordance with Article XIV.
- (f) The President or his/her designee shall be responsible for Educational Opportunities offered by KAHVRP.

Section 2. PRESIDENT-ELECT

- (a) The President-Elect shall automatically assume the responsibilities and perform the duties of the President in case of absence, disability or resignation of said President.
- (b) The President-Elect shall be responsible for distribution of orientation materials (bylaws, policies and procedures, current membership directory, and minutes of previous year's board and association meetings) to all newly elected board members.

Section 3. SECRETARY.

- (a) The Secretary shall record, transcribe, and distribute minutes of all official meetings; shall conduct correspondence as designated by the President; and shall have custody during the term of office of all official papers and records of this organization.

- (b) The Secretary shall keep separate permanent dated records of all amendments to the Bylaws and adopted motions.

Section 4. **TREASURER.**

- (a) The Treasurer shall be responsible for all funds received by the Association; shall keep a detailed account of receipts and expenditures; shall deposit all funds in a bank in the name of the Association; shall keep a record of all paid members; shall submit a written report at the Annual Meeting; and shall perform other duties as assigned by the President.
- (b) The Treasurer shall be responsible for billing members for dues annually.
- (c) The Treasurer shall prepare and present a proposed budget to the Board of Directors for approval, and shall make recommendations regarding adjustment of the amount of annual dues.
- (d) The Treasurer shall submit to the Board of Directors at the end of the fiscal year all financial records for audit.
- (e) The Treasurer shall keep an accurate list of membership and shall be responsible for publication and distribution of the membership roster.

**ARTICLE VIII
ELECTION PROCEDURES**

The Nominating Committee shall select at least one candidate each for President, President-Elect, Secretary and Treasurer.

The Official Slate of candidates shall be distributed to the membership prior to election which shall take place at the Annual Meeting.

Section 1. **ELECTIONS.**

- (a) Members unable to attend the Annual Meeting shall request from the Nominating Committee an absentee ballot which must be returned to the Nominating Committee no later than five (5) working days prior to the election.

- (b) The President shall appoint tellers to tabulate all ballots and announce the results at the Annual Meeting.

Section 2. **VACANCY IN OFFICE.**

- (a) If the President and President-Elect shall be unable to perform the duties of that office, the Board of Directors shall appoint a President Pro-Tem from the membership of the Board of Directors to fill the unexpired term.
- (b) Vacancies in other offices shall be filled by appointment of the Board of Directors from the general membership. Should the office of the President-Elect become vacant, the Nominating Committee shall select at least one nominee for this office. Election shall be by mail ballot within thirty (30) days of the vacancy.

**ARTICLE IX
BOARD OF DIRECTORS**

Section 1. **COMPOSITION.**

The Board of Directors of the Association shall consist of the Officers, Chairpersons of standing committees, and the immediate past President as Ex-Officio.

Section 2. **TERM OF OFFICE.**

The President, President-Elect, Secretary, and Treasurer may serve more than one successive term as approved by the membership.

Section 3. **RESPONSIBILITIES.**

- (a) The Board of Directors shall approve the budget and between meetings of the membership, shall have all the powers of the Association and shall conduct its affairs pursuant to these Bylaws.
- (b) The Board or a designee shall conduct an annual audit of the Treasurer's financial records.
- (c) Upon request, all Board members shall submit to the President at the end of the fiscal year an annual report and recommendations for the coming year.

Section 4. **MEETINGS OF THE BOARD OF DIRECTORS.**

- (a) The annual meeting of the Board of Directors shall precede the annual meeting of the membership. The agenda shall include an audit of the Treasurer's records, determination of recommendations for membership, and all other annual reports. Newly elected Board of Directors shall communicate within one hundred twenty (120) days following the annual meeting.
- (b) Additional meetings of the Board, with members in attendance or via conference call, may be called by the President or upon written request of three (3) Board members.
- (c) At least seven (7) days notice shall be given for all Board of Directors meetings.

**ARTICLE X
COMMITTEES**

There shall be the following standing committees: Executive, Nominating, Bylaws/Policy and Procedure.

Section 1. **EXECUTIVE COMMITTEE.**

The Executive Committee shall consist of the President, President-Elect, Secretary, and Treasurer. The President is the Chairperson of the Executive Committee.

Section 2. **NOMINATING COMMITTEE.**

- (a) The Nominating Committee shall consist of the immediate Past-President as Chairperson.

- (b) The Nominating Committee shall be responsible for selecting the slate of offices for the ensuing year as set out in Article VI, Section 4(a), and filling vacancies as set out in Article VIII, Section 2(b).
- (c) Members may recommend a candidate for consideration by the Nominating Committee; such recommendations must be submitted to committee members no later than sixty (60) days prior to the Annual Business Meeting.
- (d) The membership shall be notified of the slate of officers prior to the Annual Meeting.
- (e) Nominations will be accepted from the floor at the time of the Annual Meeting with the nominee's consent.

Section 3. **BYLAWS/POLICIES and PROCEDURES COMMITTEE.**

- (a) The Bylaws/Policies and Procedures Committee shall consist of the President as Chairperson, and two (2) other members appointed by the President.
- (b) The Bylaws/Policies and Procedures Committee shall be responsible for reviewing the bylaws, policies and procedures, and making recommendation for changes which shall be submitted to the Board of Directors and voted upon at the Annual Meeting or a special meeting called for the purpose of approving bylaw revisions.

Section 4. **OTHER COMMITTEES.**

The President may appoint such other committees as may be necessary and shall prescribe the duties and term of such committees.

ARTICLE XI DISSOLUTION

The Association, as a non-profit organization, shall be conducted so that no part of its income shall benefit any individual. Upon 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 501 A of 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.

**ARTICLE XII
FISCAL YEAR**

The fiscal year shall be from October 1 to September 30.

**ARTICLE XIII
ORDER OF BUSINESS**

Roberts Rules of Order, current edition, shall govern the Order of Business for meeting and parliamentary authority.

**ARTICLE XIV
AMENDMENT OF BYLAWS**

These bylaws may be amended or revised at any regular or special meeting of the Association by a two-thirds vote of the members present, or by mail-in ballot, provided that a notice of the proposed amendment or revision has been sent in writing to the membership at least fourteen (14) days prior to the meeting. Amendments or revisions shall become effective as soon as approved.

Bylaws shall be reviewed annually. The dates of revision shall be noted on the final pages of these bylaws and a separate permanent dated record of reviews, revisions and amendments maintained by the Secretary.

Revision March 23, 1977
Amended November 11, 1977
Amended March 1, 1978
Amended November 11, 1982
Revised November 8, 1984
Revised November 8, 1986
Revised November 14, 1990
Revised November 9, 1994
Revised November 12, 1997
Revised November 16, 2000
Revised November 14, 2002
Revised November 2, 2004
Revised November 14, 2007
Revised November 15, 2013
Revised September 11, 2015