****

**BY-LAWS**

**of the**

**VIRGINIA SOCIETY for DIRECTORS of HEALTH CARE VOLUNTEER SERVICES**

**Article I**

**Name**

The name of this organization shall be the Virginia Society for Directors of Healthcare Volunteer Services.

**Article II**

**Purpose**

The Society shall be organized and conducted for the promotion of the professional development of the Volunteer Directors, managers, and coordinators in healthcare facilities and their areas of service. It shall endeavor to promote professional development by providing training based on legal parameters and industry best practices, and to increase visibility of managers, coordinators, and directors of volunteer services.

The Society shall support the Association for Healthcare Volunteer Resource Professionals (AHVRP), the Southeastern Healthcare Volunteer Leaders (SHVL), the Virginia Association of Healthcare Auxiliaries and Volunteers (VAHAV), Virginia Hospital and Healthcare Association (VHHA) in their objectives for the improvement of healthcare services and public education concerning healthcare issues.

**Objectives**

The objectives of the Society shall be to:

1. Increase the knowledge and improve the skills of the individual member.
2. Provide a means of communication among the members of the Virginia Society as well as promote communication with and membership in the AHVRP*,* SHVL, and promote other regional conferences and training for members as deemed appropriate by the VSDHVS Board.
3. Provide and promote programs that will attract new members to the Society and encourage continuing education.

**Article III**

**Membership**

Membership in this Society shall be categorized as Full, Associate, Ex-Officio, and Honorary

Section I: Full Membership. Individuals eligible for full membership in the Society shall be those persons employed and recognized by the administration of healthcare facilities as having major and continuing responsibility for the volunteer services programs within those facilities and their areas of service. Also eligible for full membership shall be those individuals entitled associate, assistant director, coordinator, or manager, who have substantial, but not primary responsibility for the management of volunteer services and who are directly accountable to a volunteer services administrator. Full membership entitles individuals to vote, hold office, chair committees, serve on committees, receive all appropriate Society mailings, and attend Society meetings and conferences.

Section II: Honorary Membership. Any Society member with full status may recommend a former member for honorary membership who, having been an active member or former board member, contributed significantly to the mission of the Society. This membership shall be approved by the board. Honorary members shall not be required to pay dues and they shall not be eligible to vote or to hold office. Honorary Memberships are awarded for one year.

Section III: Full membership dues shall be established by the Board of the Society, as outlined in the Standing Rules.

**Article IV**

**Officers**

Section I: The officers of the Society shall be a President, President-Elect, Secretary, Treasurer and two Directors-at-Large. These officers shall perform the duties prescribed by their written job descriptions and the parliamentary authority adopted by the Society.

Section II: The officers shall be elected for a term of two years and their term of office shall begin at the close of the annual meeting at which they are elected.

Section III: No member shall hold more than one office at a time, and no member shall be eligible to serve more than one consecutive term in the same office.

Section IV: A vacancy in an office shall be filled by an appointee of the Executive Committee. The appointee shall be from the Society membership and shall serve until the next general election.

**Article V**

**Duties of Officers**

Section I: The President shall preside at all meetings of the membership and Board of Directors, appoints all chairmen of standing committees and a Parliamentarian/Bylaws, and serve as an ex-officio member on all committees except the Nominating Committee.

Section II: In the absence of the President, the President-Elect will assume the duties pertaining to that office. In the event that the President is unable to complete the term of office, the President-Elect will assume the duties of President.

Section III: The Secretary shall record the minutes of the membership meetings and the Board of Directors’ meetings and shall prepare such correspondence as required. The Secretary shall review the unapproved minutes of each of these meetings with the President prior to sending them to membership.

Section IV: The Treasurer shall have charge and custody of all funds of the Society and shall disburse the funds of the Society as authorized by the Board of Directors. All expenses must be approved by the Board of Directors with the exception of preset expenses stated in the standingrules. The fiscal year of the society shall be the calendar year. An internal review of the financial records will be conducted annually by the Budget/Finance Review Committee which is appointed by the President. In the absence of the Treasurer, the President shall sign all checks.

Section V: The Directors-at-Large shall be voting members of the Board of Directors and shall be representative of the general membership. The Directors-at-Large may be assigned to chair special committees or take on special assignments as deemed necessary by the President or the Board of the Society.

**Article VI**

**Executive Committee**

Section I: The Executive Committee shall consist of the President, President-Elect, Secretary, and Treasurer. The Executive Committee shall be a planning committee for the Board of Directors’ meeting.

Section II: The Executive Committee shall meet at the discretion of the President or at the request of at least two members of the Executive Committee.

**Article VII**

**Board of Directors**

Section I: The Board of Directors shall consist of the officers of the Society and the chairmen of the standing committees. The immediate Past President of the Society shall also be a member of the Board of Directors and shall serve as the Society’s liaison of the AHVRP.

Section II: The Board of Directors shall exercise full authority to act for the Society between Annual Meetings. They shall be responsible for pursuing the objectives as stated in these by-laws and shall adopt an annual budget to be presented to the general membership for approval. They shall also be responsible for approving the program plans for the Annual Meeting.

Section III: The Parliamentarian is appointed by the President to keep order in all meetings and to assure that parliamentary procedure is properly followed. The most current edition of “Robert’s Rules of Order” is to be used as a guide. The Parliamentarian will also serve as chair of the By-Laws committee.

Section IV: One Third (1/3) of the Board of Directors must be present to establish a quorum for the Board. This quorum is to be established by the Parliamentarian prior to the President calling the meeting to order. The Secretary may do this in the absence of the Parliamentarian.

**Article VIII**

**Meetings**

Section I: There will be an annual meeting.

Section II: The Society shall sponsor or co-sponsor at least one educational conference per year. Additional conferences will be offered at the discretion of the Board of Directors.

Section III: At the Annual Meeting, the President of the Society shall submit a written annual report which outlines the accomplishments of the Society for that year. Also, the Treasurer shall submit the fiscal year financial report and the Budget Chairman shall submit the proposed budget for the coming year.

Section IV: Special meetings may be called by the President or by written request of five members of the Society to the Secretary. Business shall be limited to specific agenda item(s) in the meeting notice.

Section V: One third (1/3) of the membership present shall constitute a quorum at a Society meeting.

Section VI: The Board of Directors is required to hold four meetings per year. Additional meetings may be called by the President or upon written request of five members of the Board of Directors to the Secretary. At least five days notice of the proposed meeting shall be given to all members of the Board of Directors.

Section VII: Attendance at all workshops will be open to all Society members, non-member Directors of Volunteer Services and Volunteer Coordinators in health care who meet membership eligibility. When a collaborative meeting is held, eligible attendees will be decided by each sponsoring organization’s board. A non-member will be charged a registration fee and an additional amount set by the Board of Directors.

Section VIII: Organizations may be invited to send representatives to Board Meetings to share information and updates from their respective organizations with the VSDHVS Board at President’s approval.

**Article IX**

**Nominating Committee**

Section I: The Nominating Committee shall be elected by the VSDHVS Board of Directors at a Board meeting in alternate years.

Section II: The Nominating Committee shall consist of a chairman and four members. The Committee Chairman shall be appointed by the President and shall not be a member of the Board.

Section III: The Nominating Committee shall select a candidate for each office and two Directors-at-Large. Election shall take place every other year at the Annual Meeting. Consent of the candidate shall previously have been obtained by the Nominating Committee. Candidates shall receive a written job description of the office duties prior to the election. A notice of the nominations and a written job description of each office shall be sent to all members of the Society at least fifteen days prior to the Annual Meeting. Additional nominations may be made from the floor, provided previous consent of the nominees shall have been obtained. Elections shall be by written ballot, if there are additional nominations from the floor.

**Article X**

**Additional Committees**

Section I: There shall be such Standing Committees as the Board of Directors considers necessary to carry out the purpose of the Society.

Section II: Standing Committees shall be appointed for two years by the President. Each chairman may select a minimum of two members to serve on the Committee. A Committee Chairman that is not meeting the obligations of the job may be replaced by the President with the approval of the Executive Committee. The President shall be an ex-officio member of all committees except the Nominating Committee. The Standing Committees are Membership, Education and Professional Development, By-laws/Parliamentarian, Budget/Financial Review and Website.

Section III: Special committees shall be appointed by the President as directed by the Board of Directors or Society.

**Article XI**

**Miscellaneous**

Section I: General mailings and emails to all members regarding the official business of the Society or its members shall be reviewed by the President and/or Board prior to distribution.

Section II: Voting on all matters may be done by alternative voting methods (mail, telephone, or email) as recommended and authorized by the board. Votes will be tallied by the President or a board appointee.

**Article XII**

**Amendments**

Section I: These By-Laws shall be reviewed annually and may be amended at any regular or special meeting of the Society by a vote of two-thirds of the members present and voting, provided that notice shall have been given to all Society members in writing fifteen days prior to the meeting, and the proposed amendment(s) has been approved by the Board of Directors.

**VIRGINIA SOCIETY FOR DIRECTORS OF**

**HEALTHCARE VOLUNTEER SERVICES REVISIONS**

**REVISED:** Annual Meeting, Norfolk, VA, November 1983

**AMENDED:** Annual Meeting, Norfolk, VA, September 1986

**REVISED:** Annual Meeting, Warrenton, VA, August, 1989

**REVISED:** Annual Meeting, Charlottesville, VA, September 1991

**REVISED:** Annual Meeting, Charlottesville, VA, September 1995

**REVISED:** Annual Meeting, Williamsburg, VA, December 1997

**REVISED:** Annual Meeting, Williamsburg, VA, October 1999

**REVISED:** Annual Meeting, Williamsburg, VA, October 2001

**REVISED:** Annual Meeting, Richmond, VA, November 2002

**REVISED:** Annual Meeting, Richmond, VA, October 2005

**REVISED:** Annual Meeting, Roanoke, Virginia, October 2007

**REVISED:**  Annual Meeting, Richmond, VA, October 2012

**REVISED:**  Annual Meeting, Richmond, VA, September 2016