



Southeastern Virginia Association for Volunteer Administration

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## **Bylaws**

*Last revision 11-7-2018*

### **Article I. Name**

The name of this organization shall be the Southeastern Virginia Association for Volunteer Administration (SVAVA).

### **Article II. Purpose**

The purpose of this organization shall be to promote volunteer administration as a profession; to provide the exchange of knowledge and experience in the creative use of volunteer services administration; and to promote professional education and development.

### **Article III. Membership**

Section 1. Any individual working in Virginia interested in or serving as an administrator of a volunteer program is eligible for membership.

Section 2. Any organization that uses volunteer services is eligible for membership.

Section 3. Membership shall be from January 1 through December 31 for the coming year. Prospective members may attend one meeting per calendar year before being required to submit dues.

Section 4. In order to recognize significant contributions to SVAVA and to the field of Volunteer Administration, the Executive Committee shall be allowed to designate a member as Emeritus. Benefits bestowed upon Emeritus members are complimentary lifetime membership, public recognition of their contributions and a certificate.

### **Article IV. Officers**

Section 1. The officers of the organization shall be President, Vice-President Programming, Vice-President Membership/Communications, Secretary, and Treasurer. All officers must be members during their terms of office.

Section 2. Elections shall be held at the organization's fourth regular meeting of the calendar year.

Section 3. At the organization's third regular meeting of the calendar year, a nominating committee will be requested, comprised of three members, including one officer. The nominating committee shall present a slate of one candidate per office in writing to SVAVA members at least one week prior to the fourth regular meeting of the organization. Additional nominations from the floor shall be permitted at this meeting with prior consent of the nominee.

Section 4. The officers shall be elected by a majority vote of those present for a term of two years. The term of office shall begin at the close of the meeting at which they are elected.

Section 5. No member shall hold more than one office at a time. No officer shall serve more than 3 consecutive terms in the same office.

Section 6. Vacancies in an elected office shall be filled at the discretion of the President for the unexpired term.

Section 7. If the President is unable to fulfill his/her term of office, the Vice-President Programming will complete that term.

#### ***Article V. Duties of the Officers***

Section 1. The officers shall perform the duties as prescribed by these bylaws.

Section 2. The President shall be the executive officer of the organization and shall preside over membership, called and Executive Committee meetings.

Section 3. The Vice-President Programming shall secure a location and plan programs for each regularly scheduled meeting, shall assist and fill in for the President as requested.

Section 4. The Vice-President Membership/Communications shall keep membership forms updates, shall maintain an updated list of paid members, and oversee the newsletter and invitations to meetings.

Section 5. The Secretary shall be responsible for taking and distributing the Executive Committee and general meeting minutes.

Section 6. The Treasurer shall handle the organization's funds, maintaining accurate records; present reports at regular meetings, including an annual report and proposed budget for the coming year at the final meeting of the calendar year. The fiscal year will begin on January 1 and end December 31. The Treasurer shall collect dues.

#### ***Article VI. Meetings***

Section 1. The organization shall hold a minimum of four regular meetings per year. The Executive Committee shall meet prior to each regular meeting.

Section 2. Special meetings may be called by the President or upon the written request of seven members of the organization. The purpose of the meeting shall be stated in the call. At least three days' notice shall be given.

Section 3. Seven members shall constitute a quorum for the meetings. Three members shall constitute a quorum for Executive Committee meetings.

**Article VII. Executive Committee**

Section 1. The officers and committee chairs of the organization shall constitute the Executive Committee.

Section 2. The President may add members to the Executive Committee as needed.

Section 3. The Executive Committee shall have general supervision of the affairs of the organization.

**Article VIII. Committees**

Section 1. All committee chairs shall be appointed by the President and must be paid members.

Section 2. The Public Relations Committee (if applicable) reports to the Vice President–Membership/Communications and shall disseminate the association’s local, regional, and national activities; Executive Board decisions; meeting information; and other pertinent information.

Section 3. The Organizational Liaison (if applicable) reports to the Vice President-Programming and shall collect and convey information on regional, national and international volunteer organizations.

Section 4. The Membership Chair (if applicable) reports to the Vice President-Membership/Communications and shall work with the Vice President-Membership/Communications to maintain an updated database of current and potential members. The Membership Chair shall communicate with the Treasurer about the membership list, send membership renewal letters, and encourage new membership.

**Article IX. Parliamentary Authority**

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

**Article X. Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of those present, provided that the amendment has been distributed to the membership at least two weeks prior to the meeting.