

2004 ARKANSAS VOLUNTEER COORDINATORS ASSOCIATION BYLAWS

ARTICLE I - NAME The organization will be known as the Arkansas Volunteer Coordinators Association, or by the acronym AVCA. The word "coordinators" will be understood to include other titles, such as "directors," "supervisors," and "administrators."

ARTICLE II - OBJECTIVES Volunteer efforts have accomplished goals and made changes which have affected the well being of the people of Arkansas. In order to advance these efforts, the objectives of this association will be: to promote volunteer administration as a profession by developing ethics and standards; to encourage the recognition and proper utilization of volunteer skills and services, and to enhance the role and dignity of the volunteer; to encourage and cooperate with colleges, universities, and technical institutes in providing learning opportunities for volunteer coordinators; to provide members with opportunities to share and exchange knowledge and experiences in the creative use of volunteer services; to hold regular meetings and other workshops or seminars as are necessary; to encourage and promote protective laws involving volunteerism; to ensure that outstanding volunteers, volunteer coordinators and their supervisors in Arkansas are recognized formally and publicly; to encourage and assist members in the pursuit of professional certification through recognized national programs; and to promote private and public volunteerism within the State of Arkansas.

ARTICLE III - Membership in the association will be available to anyone who subscribes to the objectives of the organization.

Section 1 Benefits of membership will include receipt of all AVCA publications and a vote on all matters of the association. Casting of that vote may not be transferred to another member by proxy or to a non-member.

Section 2 Membership in the association and the local chapter will be based on annual payment of dues, to the local chapter with the year beginning on May 1. Memberships commencing at other times will be prorated.

Section 3 Honorary memberships will be determined by the AVCA executive board.

Section 4 Membership dues will be determined by the AVCA executive board.

ARTICLE IV - OFFICERS

Section 1 AVCA officers will consist of a president, vice-president, secretary, treasurer, and historian.

Section 2 The executive board will consist of all officers, chairs of all standing committees, the immediate past president, the chair of that year's Volunteer Directions Conference, and a representative of each chapter in good standing as voting members.

ARTICLE V - CHAPTERS

Section 1 Members who live in geographically defined areas of the state may form chapters for the purpose of further advancing the objectives of the association through such activities as regular meetings, educational workshops, and the hosting of regional or statewide conferences.

Section 2 The executive board will assist AVCA members who wish to form regional chapters.

Section 3 Eight members will constitute a minimum threshold for a chapter to be in good standing.

Section 4 Each chapter in good standing will select one of its members to represent it on the executive board.

ARTICLE VI - MEETINGS

Section 1 The executive board will hold at least five regularly scheduled meetings as called by the president. At the end of each business year, a joint meeting of incoming and outgoing board members will be held.

Section 2 The association will meet at least once a year in general session.

Section 3 Chapters will meet regularly as decided on by their members.

Section 4 Standing committees will meet as necessary.

ARTICLE VII - DUTIES OF THE EXECUTIVE BOARD

Section 1 Members of the executive board will abide by the bylaws, further the objectives of the association, urge other coordinators to join AVCA, and make every effort to attend all meetings.

Section 2 Those elected to offices will perform the duties of their respective positions as stated below:

The president will preside at all meetings of the association and the executive board; he/she will appoint a chair for each committee except the nominating committee.

The vice-president will assume the duties of the president in his or her absence or incapacity, perform other such duties as the president will delegate and succeed to the presidency.

The secretary will keep accurate minutes of all meetings of the executive board and all general sessions of the association.

The treasurer will collect the state portion of annual dues from each chapter, pay the bills of the association. Keep other necessary records and reports, and report the records of all collections and expenditures to meetings of the executive board and to the annual

meeting of the association. The treasurer will disburse funds as specified by the executive board to the chapters.

Section 3 The executive board will exercise general supervision over policies and procedures, finances, professional standards, delegation of work to committees, and will carry out the mandates of the membership in accordance with these bylaws

Section 4 An independent audit of the bank account and financial records of AVCA will be conducted by July 1 of each year.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1 The nominating committee will select and/or accept from members the names of candidates for office, verify their eligibility, and secure their consent before placing their names on the slate for election. Each chapter in good standing will be represented by one of its members on the nominating committee.

Section 2 The executive board will approve the slate of officers and submit it to the membership no later than two months before the annual meeting.

Section 3 Members will vote at chapter meetings and report results to the nominating committee. A simple majority will determine the winner of each position. New officers will be installed at the annual meeting of the association.

ARTICLE IX - COMMITTEES

Section 1 Standing committees will be the following: bylaws, membership, publicity, legislation, awards, nominating, and liaison to chapters.

The chair of each committee will recruit other committee members as needed, with the exception of the nominating committee whose membership is specified in Article IX, Section 2.f.

Each committee will provide the president with a report of its activities for the year prior to the annual business meeting.

Section 2 Duties of the standing committees:

The bylaws committee is responsible for working with the executive board to revise and/or edit existing bylaws when necessary. The committee will notify the membership of proposed amendments requiring its action (See Article XII).

The membership committee will promote membership in the association, and organize and monitor memberships by establishing and maintaining an accurate database.

The publicity committee will publicize all activities of the association, assist in the development of fliers, brochures, and other public relations materials, and arrange displays of AVCA materials at meetings and conferences.

The legislation committee will promote local, state, and federal legislation that furthers the interest of the association and volunteerism in general. The committee will monitor volunteer related proposals of all legislative bodies and report to the membership.

The awards committee is responsible for the coordination and operation of the Coordinator of the Year award and the Boss of the Year award programs.

The nominating committee will be chaired by the past AVCA president or any past president and will consist of a representative from each chapter in good standing plus one other AVCA member appointed by the president. (See Article VIII, Section 1 for duties.)

The liaison to chapters committee will provide technical assistance to chapters in start-up, organization, operation or other functional areas.

ARTICLE X - TENURE OF OFFICE

Section 1 Officers will take office at the beginning of the business year and will serve for one year. An officer may serve in the same capacity for two consecutive terms with the exception of the president who may not succeed him/herself.

The president, with the approval of the executive board, may appoint a member to fill any vacancy until the next regular election.

The chairs of standing committees will be appointed to serve one year, but are eligible to serve one additional, consecutive term.

Section 2 The term of office for all elected officers will coincide with the AVCA business year, May 1 - April 30.

Section 3 The association will pay AVA membership of the president for the period of the president's term.

ARTICLE XI - QUORUMS

Section 1 Fifteen members attending the annual business meeting will constitute a quorum for the purpose of conducting official business.

Section 2 Half of the number of executive board members will constitute a quorum for the purpose of conducting official business at a regularly-scheduled or specially-called meeting of the AVCA executive board.

Section 3 Four members in good standing attending a regularly-scheduled or specially called chapter meeting will constitute a quorum for the purpose of conducting official business.

ARTICLE XII - AMENDMENTS TO BYLAWS

Section 1 The bylaws will become effective upon adoption and will not be amended, altered, or repealed except under the following conditions:

Any member may submit a proposed change to the bylaws in written form to the bylaws committee.

Proposed changes will be presented to the membership at least 30 days prior to voting.

Proposed changes will be voted on either by mail ballot or at the annual meeting of the association.

Any change adopted by a majority vote of the membership in good standing or by members attending the annual meeting will become effective immediately unless otherwise stipulated in the proposed change.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised will govern the association in points not provided for in these bylaws.