

Massachusetts Association
Directors of Healthcare Volunteer Services

BYLAWS

Adopted: 1963 Revised: 1981

Revised: 1970 Revised: 1985

Revised: 1973 Revised: 1987

Revised 1977 Revised: 1990

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Revised: 2003 Revised: 2004

Revised: 2009

MADHVS, affiliated Group of the Association for Healthcare Volunteer Resource Professionals of the American Hospital Association, was organized in 1963 as successor to:

Boston Supervisors of Hospital Volunteers	1944 – 1947
Committee of Supervisors of Hospital Volunteers	1947 – 1958
Committee of Directors of Hospital Volunteers	1958 – 1960
Greater Boston Council, Directors of Hospital Volunteers	1960 – 1963
Massachusetts Association Directors of Healthcare Volunteer Services	1963 – 2009

Massachusetts Association

Directors of Healthcare Volunteer Services

BYLAWS

ARTICLE I: Name

The name of the association is “Massachusetts Association Directors of Healthcare Volunteer Services” hereinafter referred to as “MADHVS” or “Association.”

ARTICLE II: Mission

MADHVS is committed to serve as a resource and support to our members, provide opportunities for professional development and promote volunteerism.

- 1) To unite in a state association those persons empowered by a Massachusetts healthcare facility to administer its Department of Volunteer Services.
- 2) To foster the exchange and dissemination of information concerning volunteerism and the administration of the Department of Volunteer Services.
- 3) To offer opportunities for continued growth and professional development in the field.
- 4) To further the promotion and recognition of Departments of Volunteer Services in healthcare facilities.
- 5) To develop standards and sound practices for Departments of Volunteer Services in healthcare facilities.
- 6) To promote better understanding of the value of volunteerism in healthcare.
- 7) To provide incentive and recognition for outstanding contribution in the field of volunteerism.
- 8) To share with the membership any pending state and federal legislation affecting volunteerism.

MADHVS is organized exclusively for educational purposes. Its business is conducted so that no part of its income and/or earnings will financially benefit any member.

ARTICLE III: Membership

Section 1. Eligibility

Membership in MADHVS is available to individuals in the following categories who are responsible for or interested in the delivery of volunteer services in a healthcare setting.

- A. **Full Membership.** Full membership may be granted to persons employed and recognized by the administration of healthcare organizations as having major and continuing responsibility for the volunteer services programs within those organizations. Full membership entitles individuals to vote, hold office, chair committees and serve on committees.

- B. **Associate Membership.** Associate membership may be granted to employed persons in a healthcare setting who do not directly supervise the management of volunteer services but are interested in the delivery of volunteer services in the healthcare setting. Associate members may vote, serve on committees and chair committees, but they may not be the officers of the Association.

- C. **Retired Membership.** Retired membership may be granted to persons who no longer hold membership due to total cessation of employment. Retired members may serve on committees where they may also vote, but they may not be officers of the Association.

- D. **Honorary Membership.** Honorary membership shall be by invitation of the Board of Directors, at any annual meeting, to past members of MADHVS who have retired from the field of volunteerism and have contributed outstanding service and dedication to the Association. Honorary members may serve on committees where they may also vote, but they may not be officers of the Association.

Honorary membership is based on the following criteria:

- a. Member is retiring, resigning or otherwise leaving healthcare volunteer management in Massachusetts

- b. Member has made a major contribution to the profession by fulfilling any of the following:

- Member has a minimum of ten years as a member of MADHVS
- Member has served on the Board of Directors of MADHVS for a minimum of 3 years
- Member has been published on the subject of volunteer services in a regional or national publication
- Member has notable outstanding achievement as recognized by the MADHVS Board

E. Gavel Club Membership. All Past Presidents become members of the Gavel Club upon completion of their terms of office. Upon retirement from the field of volunteerism, membership in the Gavel Club will continue. Members may serve on committees where they may vote, but they may not be officers of the Association.

Section 2. Transfer and Change of Membership

Membership in MADHVS, paid for by the healthcare organization, is transferable to the person who assumes the vacant position in the organization. Memberships paid for by the individual are transferable if authorization is obtained in writing by the current paid member.

Members temporarily unemployed shall retain membership until completion of the period for which dues have been paid with all privileges intact. Persons continuing to seek employment in the field may continue personal membership as an associate member unless employment outside the field of healthcare volunteerism is obtained.

ARTICLE IV: Dues and Finances

Annual dues and other financial considerations of MADHVS are proposed by the Board of Directors and voted by the full membership according to the following scale:

- A. Full and Associate Member are the same.
- B. Retired Members are one-half that of Full or Associate Members.

- C. Honorary Members and Gavel Club Members upon retirement from the field of volunteerism shall have their dues waived. They shall also be invited to annual meetings at no cost to them.

Dues shall be paid annually, for the fiscal year from June 1 through May 31. No portion of the dues paid by any member is refundable if the membership is terminated. Dues received from new members after December 1 shall be one-half of the dues for the current fiscal year. Membership in this Association shall be terminated on December 1 for failure to pay dues.

ARTICLE V: Meetings

Section 1. Regular Meetings

The Association shall have a minimum of four meetings and one area meeting per year. The annual meeting shall be the first general meeting of the fiscal year in June.

Section 2. Board of Director Meetings

The Board of Directors shall meet at such times as designated by the President.

Section 3. Special Meetings

Special meetings of the membership may be called by the President or by written request of twenty-five members with one week's written notice. Notice for the special meetings shall state

time, place, and purpose of meeting. No other business shall be transacted except that stated in the notice, unless otherwise voted by unanimous consent of the members present and voting.

Section 4. Quorum

- A. Twenty percent of members eligible to vote, including officers shall constitute a quorum at regular meetings.

- B. A majority of the Board of Directors shall constitute a quorum at meeting of the Board of Directors.

ARTICLE VI: Officers

Section 1.

The Officers of the Association shall be President, Vice-President, Education Chair, Recording Secretary, Treasurer, and Membership Chair/Assistant Treasurer.

Section 2.

The Board of Directors shall consist of the Officers of the Association, five Area Chairs, Standing Committee Chairs and all other members with responsibilities designated by the President. The Nominating Committee Chair shall serve as a voting member of the Board of Directors.

ARTICLE VII: Duties of the Officers

Section 1.

The President shall be the Executive Officer of the Association and shall preside at all meetings; shall appoint the Chairs of Standing Committees with the exception of the Nominating Committee; shall appoint Special Committees and shall appoint Area Chairs. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.

Section 2.

The Vice-President shall serve on the Education Committee, will oversee the by-laws and any necessary changes to them; shall assist the President in coordinating the activities of this Association, in the absence of the President, shall perform the duties of the President, and if the President steps down for any reason shall assume the responsibilities of President.

Section 3.

The Education Chair shall, with the help of the Education Committee, plan the program for each of the four meetings per year, and perform other duties as assigned by the President.

Section 4.

The Secretary shall record and distribute the minutes of the meetings of the Board of Directors and Regular Membership, and shall perform other duties as assigned by the President.

Section 5.

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 submit a written report at the Annual Meeting, and shall perform other duties as assign by the President.

Section 6.

The Membership Chair/Assistant Treasurer shall serve as the Treasurer in the Treasurer's absence, and perform all other duties as many be assigned by the President.

Section 7.

The Board of Directors shall act as the clearinghouse for all business of the Association. The Board of Directors shall fill, by appointment, any unexpected term that occurs on the Board of Directors.

ARTICLE VIII: Terms of Office

Section 1.

Officers of the Association shall be elected for a two year term. The office of President shall be shall be chosen from the current Board of Officers with no one position, including Vice-President, having the expectation of assuming the role of President. Area Chairs shall be appointed by the President for a one-year term. The President shall be ineligible to serve in the same Board position until one term has elapsed. The President may serve no more than two consecutive terms.

Section 2. Vacancies

- A. If the office of President is vacated, the Vice-President will immediately become the President for the duration of the unexpired term.

- B. If the office of Vice-President is vacated, the Board of Directors will appoint a President-Elect pro tempore from the current board. The President-Elect pro tempore will serve the remainder of the term until the nominating committee completes the next election for President-Elect.

- C. If the offices of both the President and Vice-President are vacated, the Board of Directors will appoint a President pro tempore from the current board. The President pro tempore will serve until the Nominating Committee completes an election for the President and Vice-President.

- D. Any individual appointed to fill a vacated elected position is eligible to serve for a second term upon the recommendation of the Nominating Committee and election at the next annual meeting.

ARTICLE IX: Nominating Committee

The Nominating Committee, composed of 5 members, shall be named every fall. Of the five members, three members representing one each from the Western, Central and Eastern areas of Massachusetts shall be appointed by the Board of Directors, one member shall be the immediate past president, and one member shall be nominated from the floor. The Committee shall meet at the close of the fall meeting to elect a Chair who shall serve as a voting member of the Board of Directors.

The Nominating Committee shall meet to prepare a slate of one nominee for each office. The committee shall submit the prepared slate to the Board of Directors at a meeting convened in May and to the Annual Meeting of the Membership in June. The proposed slate of officers shall be sent to the membership before the Annual Meeting.

ARTICLE X: Elections

Section 1

The officers shall be elected by majority vote at the Annual Meeting.

Section 2

Any active member shall be eligible to be a candidate for any office with the exception of the President. The candidate(s) for the office of the President shall have served on the Board of Directors for at least one term.

Section 3

Only dues-paying members present at a meeting are eligible to vote. Voting by proxy is not accepted.

Section 4

The Nominating Committee Chair shall present the prepared slate to the membership. Nominations from the floor shall also be invited.

Section 5

If there are no other nominations, the Secretary shall cast one vote in favor of the Slate of Officers as presented.

Section 6

If there are other nominations the election shall be by majority vote by written ballot. Nominations from the floor must be with the consent of the nominee.

ARTICLE XI: Standing Committees

The following shall be standing committees of the Association: Education, Nominating, and Communications.

ARTICLE XII: Removal from Office

Removal from office shall occur when Officers or Board Members fail to fulfill their responsibilities. The Board of Directors shall make that determination.

ARTICLE XII: Amendments

These by-laws may be amended or revised at any regular or special meeting of the Association by a two-thirds vote of the members present, provided that a notice of the proposed amendment or revision has been sent in writing to the membership at least twenty-one days prior to the meetings.

ARTICLE XIV: Authority

Robert's Rules of Order, Newly Revised, is the authority for these by-laws.

ARTICLE XV: Dissolution

Upon dissolution, any assets of MADHVS after payment of just debts, will belong to the New England Association of Directors of Healthcare Volunteer Services (NEADHVS).