

**BY-LAWS OF  
MINNESOTA ASSOCIATION OF HEALTHCARE VOLUNTEERS**

**ARTICLE I  
DEFINITIONS, MISSION, VISION**

- 1.1 The name of this organization shall be the “Minnesota Association of Healthcare Volunteers.”
- 1.2 **DEFINITIONS:**
- 1.2.1 Volunteer: encompasses all healthcare service groups (i.e., auxiliary, volunteers, guilds, partners, friends of...).
- 1.2.2 Member: is an organization of volunteers and/or auxiliaries that serve a specific healthcare facility/location and pays dues annually.
- 1.2.3 Mission Statement: The Minnesota Association of Healthcare Volunteers provides its members with opportunities to share ideas, develop leadership skills and promote volunteer services that support Minnesota’s health care facilities.
- 1.2.4 Vision Statement: Minnesota Association of Healthcare Volunteers is to be the premier leader, partner and resource for health care volunteers.

**ARTICLE II  
PURPOSE**

- 2.1 The Minnesota Association of Healthcare Volunteers shall be a not-for-profit, charitable organization dedicated to the following purposes.
- 2.1.1 To educate, support and vitalize the members of the Minnesota Association of Healthcare Volunteers.
- 2.1.2 To encourage members to contribute their time and talents towards improved healthcare services.
- 2.1.3 To inform its members of state and national trends and legislation concerning healthcare issues.
- 2.1.4 To coordinate efforts with the Minnesota Hospital Association, LeadingAge MN and other professional organizations related to healthcare volunteerism.

**ARTICLE III  
MEMBERSHIP**

- 3.1 The membership shall be composed of healthcare related auxiliaries and/or volunteer organizations in the state of Minnesota and surrounding areas.

**ARTICLE IV  
DUES**

- 4.1 The dues for members shall be recommended by the finance committee and approved by the board. Dues invoices shall be distributed in December of each year and are payable on or before March 1<sup>st</sup> of each year.
- 4.2 A member failing to pay dues after the current fiscal year shall be deemed delinquent and membership will be terminated.

**ARTICLE V  
FISCAL YEAR**

- 5.1 The fiscal year shall begin January 1 and terminate December 31<sup>st</sup>.

**ARTICLE VI  
MEETINGS**

- 6.1 **ANNUAL MEETING:** The annual meeting shall be held once a year.
- 6.2 **SPECIAL MEMBERSHIP MEETINGS:** Special membership meetings may be called by the president. All Minnesota Association of Healthcare Volunteers members shall be notified of the time, place, and purpose of these meetings. Members shall receive at least two (2) weeks' advance notice of such meetings.
- 6.3 **VOTING MEMBERS:** Each member organization in good standing shall have two (2) voting delegates, one (1) of whom shall be the president or an approved representative.
- 6.4 **QUORUM:** A quorum shall consist of a majority of the voting members in attendance, either in person or via virtual meeting.

**ARTICLE VII  
OFFICERS, ELECTION, AND APPOINTMENT**

- 7.1 The members of the Leadership Board shall be delineated per Minnesota Association of Healthcare Volunteers' Standing Rules.
- 7.2 **OFFICERS AND ELECTION:**
  - 7.2.1 The officers shall be elected at the annual meeting.
  - 7.2.2 President elect shall be elected every year.  
Treasurer and Secretary shall be elected every other year.
  - 7.2.3 The president elect shall become president upon completion of the president's term of office and shall become immediate past president upon completing a presidential term.

7.2.4 The officers shall be elected by a majority vote of delegates present. However, if there is only one (1) candidate for an office, elections shall be by acclamation.

7.2.5 Terms of elected officers shall begin on January 1, the beginning of the new fiscal year.

7.3 **APPOINTMENTS:**

7.3.1 The President will appoint the remaining board members and committee members per policy and procedure.

7.3.2 The appointed members will begin at the fall board meeting (or end of successor term).

7.3.3 All elected and appointed board members and committee members shall pass on vital information to their successor or another Board member

7.3.4 If any office shall become vacant between elections, the Leadership Board shall appoint a replacement to begin serving immediately to serve the remainder of the term.

**ARTICLE VIII  
DUTIES OF OFFICERS**

8.1 Duties of the Leadership Board and appointed committee members will be delineated in their job descriptions.

8.2 In the event that the President and President-Elect cannot fulfill their duties, the Leadership Board will make the determination for succession.

**ARTICLE IX LEADERSHIP  
BOARD**

9.1 **MEMBERS:** The Leadership Board is the managing body of the organization and communicate with membership by any/all means available.

9.2 **QUORUM:** A majority of the Leadership Board shall constitute a quorum.

9.3 The executive power of the association shall be vested in the Leadership Board.

9.3.1 The Board shall have charge of the property and management of the affairs of the Minnesota Association of Healthcare Volunteers.

9.3.2 The board shall have the power and authority to perform all acts and functions consistent with these bylaws and with any action taken by the assembly.

9.3.4 The Leadership Board shall meet regularly as needed to complete business of the organization.

**ARTICLE X  
COMMITTEES**

**10.1 NOMINATING COMMITTEE:**

- 10.1.1 The nominating committee shall consist of the immediate past president as chairperson and/or board members appointed by the president.
- 10.1.2 The nominating committee shall prepare a single slate of nominees for board members and a list of other possible appointees to be presented at the June board meeting for board approval.
- 10.1.3 The slate of elected Leadership Board nominees shall be presented to all member organizations of the Minnesota Association of Healthcare Volunteers at least two (2) weeks prior to the annual meeting. On request of the President, the nominating committee may submit recommendations to fill any vacancy that might occur.

**10.2 FINANCE COMMITTEE:**

- 10.2.1 The finance committee shall consist of a chairperson who shall be the treasurer and other members of the Leadership Board.
- 10.2.2 The finance committee shall prepare a budget based on the estimated income for the following year and submit it for review and ratification by the Board, and adoption at the annual meeting.

**10.3 Other committees, including special committees, shall be created by the Leadership Board to support the Mission of Minnesota Association of Healthcare Volunteers.**

**ARTICLE XI  
AMENDMENTS**

- 11.1 These bylaws may be amended in the following manner at any meeting of the Minnesota Association of Healthcare Volunteers.
  - 11.1.2 The Leadership Board of the Minnesota Association of Healthcare Volunteers shall approve the proposed amendments and present the amendments to the membership for approval.
- 11.2 The members shall receive copies of the proposed amendments and shall be notified of the place, time and purpose of the meeting four (4) weeks prior to said meeting.
- 11.3 Approval of the amendments shall require a majority of the delegates present at the meeting.
- 11.4 Amendments so made shall become effective following approval of the members unless otherwise stated in the amendment.

**ARTICLE XII  
DISSOLUTION**

- 12.1 Upon dissolution of the Minnesota Association of Healthcare Volunteers, the assets will be distributed in a manner to advance healthcare volunteerism, as determined appropriate by the Leadership Board.

**ARTICLE XIII  
PARLIAMENTARY  
AUTHORITY**

- 13.1 *Robert's Rules of Order*, latest edition, shall govern the Minnesota Association of Healthcare Volunteers except where such rules may be a variance with these bylaws.

Sept.2004  
Revised Sept. 2007  
Revised Sept. 2010  
Revised Sept. 2013  
Revised Sept. 2016  
Revised Sept. 2018  
*Revised Dec. 2023*