

**OHIO HEALTHCARE VOLUNTEER MANAGEMENT ASSOCIATION, INC.**  
**GUIDING PRINCIPLES**

ARTICLE I - NAME

Ohio Healthcare Volunteer Management Association, Inc. will be referred to as the Association in the document.

ARTICLE II - PURPOSE

The purpose of this Association shall be to provide an organized structure for (directors) administrators of volunteer services who have a desire to enhance their personal contribution to health care and an interest in self-development within their chosen profession in the health field.

ARTICLE III - OBJECTIVES

The objectives of the Association shall be to:

- A. Increase the knowledge and improve the skills of the individual member.
- B. Provide a means of communication among administrators of volunteer services.
- C. Attract new persons to the organization and retain skilled professionals.

ARTICLE IV – MEMBERSHIP

Section 1. Eligibility

Membership - Open to all individuals who are employed to manage a volunteer program in a health care facility. A member shall be eligible to vote, hold office and apply for certification status.

Section 2. Establishment of Membership

Membership in the Association shall become effective upon completed Ohio Healthcare Volunteer Management Association, Inc. application form and specified dues.

Section 3. Types of Membership

Active Membership: Active members shall be those actively working in the healthcare field as volunteer administrators. Active members can hold office and be entitled to one vote.

Associate Membership: Associate members shall be those no longer working in the healthcare field as volunteer administrators who are interested in the objectives and benefits of the Association. Associate members may not hold the position of President or President-Elect in this Association. Associate members are entitled to one vote.

Section 4. Voting

Active members must have current dues paid to be eligible to vote. Each active member of the Association shall be entitled to one vote.

Section 5. Transfer of Membership

Membership in the Association shall not be transferable to another person. A member who changes affiliation shall retain membership during the full term for which dues are paid.

Section 6. Termination of Membership

Membership in the Association shall be automatically terminated for failure to pay dues within 30 days of the date on which they shall become due and payable.

Section 6. Certification

The Association recognizes and supports industry-related professional certifications. The President-Elect provides up-to-date information regarding certification options.

ARTICLE VI – DISTRICTS

Section 1. Districts

There are five districts: Northwest, Northeast, Central, Southwest, and Southeast. Each district is led by an appointed District Chair.

ARTICLE VII - MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting for the transaction of affairs of the Association, the date to be approved by the executive board. The secretary shall send a formal notice to members of the Association at least 30 days prior to the meeting.

Section 2. Special Meetings

Special meetings of the Association may be called at the district or state level to deal with a stated purpose.

The President may call a special state meeting with the approval of the Executive Board.

Section 3. District Meetings

District meetings shall be scheduled in each of the districts at the discretion of the District Chair.

Section 4. Quorum

A quorum for all meetings of the Association membership will consist of the majority of those present.

Section 5. Rules of Procedure

The order of business for annual and special meetings shall be provided by the Executive Board. When an agenda or outline is not provided, meetings shall be governed by Robert's Rules of Order Newly Revised.

ARTICLE VIII – EXECUTIVE BOARD AND CHAIRS (FULL BOARD)

Section 1. Eligibility

Members in good standing will be eligible for an elected or appointed position in the Association. It is recommended that the President has previous board experience.

Section 2. Executive Board/Chairs and Terms

The Executive Board shall be President, President-Elect, Past President, Secretary, Treasurer and Nominations. All of these positions shall be elected by the membership of the Association.

The District Chairs, Membership Chair, Communication Chair, and Programming Chair shall be appointed by the Nominations position with assistance from the nominations committee, President, and President-Elect.

Executive Board positions and all chair positions shall serve a two-year term. Newly elected Executive Board positions shall take office on January 1 of the year following their installation. All positions, with the exception of the President and President-Elect, will be eligible to serve up to two consecutive terms in the

same office or at the discretion of the Executive Board.

### Section 3. Election and Installation

Election and installation of Executive Board will take place at the Association's annual meeting.

Appointment of chair positions will take place at the discretion of the Nominations Position with assistance from the nominations committee, President, and President-Elect.

### Section 4. Duties of the Board

Reference Board Member position descriptions.

A. President - The President will preside at all board and annual meetings of the Association, appoint the chair positions, and provide a written annual report to the executive board, which shall be presented at the annual meeting (a copy of this report shall be kept in the Association's electronic file) and shall perform other duties as authorized by the Executive Board.

B. President-Elect. The President-Elect will, in the absence or because of the incapacity of the President, perform all duties and assume all responsibilities of the President.

C. Treasurer. The Treasurer shall manage and oversee all financial aspects of the Association.

D. Secretary. The Secretary shall record the minutes of all board and annual meetings.

E. Nominations. The Nominations position will prepare and present the slate of candidates for Executive Board positions, 45-60 days prior to the annual meeting.

F. Past President. The Past President will conduct new board member orientations and provide support to the Executive Board on past best practices.

G. District Chair. The District Chair shall plan and preside at district meetings and represent the district on the Full Board.

H. Membership Chair. The Membership Chair shall oversee the recruitment, retention, and mentorship of new members.

I. Communications Chair. The Communications Chair shall provide timely and comprehensive information to members.

J. Programming Chair. The Programming Chair shall oversee education initiatives for the Association.

### Section 5. Meetings

At the President's discretion, the Full Board will meet at least six times a year, in person or virtually.

## ARTICLE VIII - EXECUTIVE BOARD

### Section 1. Composition

There shall be an Executive Board composed of the President, President-Elect, Past President, Treasurer, Secretary, and Nominations. A member may not hold more than one position on the board simultaneously.

### Section 2. Responsibilities

The Executive Board shall have the responsibility to establish policy, develop plans, promote the objectives and mission of the Association. The Executive Board may establish additional committees or

positions for the purpose of implementing the Association's goals. The Executive Board shall have the power to act in the interest of the general membership.

### Section 3. Vacancies

The Executive Board has the authority to fill a vacancy for any of the Executive Board positions, by appointment with a member of the Association. The member will serve until the next annual meeting. At the annual meeting a nominated member, in good standing, will be elected to finish the remainder of an unexpired term, in accordance with these guiding principles, or be elected for a new term, if it is an election year.

### Section 4. Meetings

The Executive Board will meet at the discretion of the President. Four members shall constitute a quorum.

Meetings may be called by the President on all matters needing action in between scheduled meetings (Full Board meetings). The purpose of a meeting may be, but is not limited to the following reasons: Financial Vote, Replacement of an Executive Board member, etc.

Should a vote be required, 4 of the 6 Executive Board members must be in agreement for the vote to carry. Attendance at Executive Board meetings, in person or virtual, is required.

## ARTICLE IX – NOMINATIONS

### Section 1. Composition

The Nominations position may assemble a committee to assist during an election year or as needed.

### Section 2. Duties

In an election year, the Nominations Position will submit names of candidates to fill the term-ending Executive Board positions (President-Elect, Treasurer, Secretary, and Nominations) 45-60 days prior to the annual meeting. The President-Elect will automatically assume the presidency. If the Nominations Position is nominated for the slate of term-ending Executive Board position, he/she must remove themselves from the nominations process. The Secretary will send active members a slate of candidates for Executive Board positions, 30 days prior to the annual meeting.

## ARTICLE X-CONTINGENCY

### Section 1.

In the event of a natural disaster or state of emergency, these guiding principles are subject to change (i.e., COVID).

## ARTICLE XI – AMENDMENTS

Members of the Association may propose amendments to these guiding principles.

Proposed amendments shall be filed with the secretary 60 days prior to the annual meeting. Proposed amendments to these guiding principles must be approved by the executive board before being submitted to the membership for vote. The secretary must send executive board approved amendments to all members 30 days prior to the annual meeting.

The guiding principles may be amended by a majority of the active members present at the annual meeting.

The guiding principles will be reviewed every two years by the Secretary and appointed committee.

Revised September 8, 1988  
Revised September 14, 1989  
Revised September 13, 1990  
Revised November 20, 1992  
Revised October 13, 1993  
Revised October, 1997  
Revised November, 2000  
Revised November 2002  
Revised October 2006  
Revised October 2008  
Revised October 2009  
Revised October 2012  
Revised October 2015  
Revised October 2017  
Proposed Revisions 1/25/2024  
Proposed Revisions 8/25/2024