

**HAMILTON ADMINISTRATORS OF VOLUNTEERS
BY-LAWS
Revised and Approved
at the Annual General Meeting
June 25, 2015**

ARTICLE 1: NAME

- 1.1 The name of this association shall be Hamilton Administrators of Volunteers, hereinafter referred to as the Association.

ARTICLE 2: MISSION AND GOALS

- 2.1 Mission Statement
The Hamilton Administrators of Volunteers is committed to developing, promoting and supporting excellence among those individuals empowered with the management of volunteers.
- 2.2 Goals
The goals of the Association shall be:
- 2.2.1 to promote the profession of administration of volunteers;
- 2.2.2 to provide educational and professional development opportunities for our members;
- 2.2.3 to encourage and provide opportunities for our members to develop, promote and support their excellence.

ARTICLE 3: MEMBERSHIP AND FEES

- 3.1 Membership and Privileges
- 3.1.1 There shall be three classifications of membership: General, Honourary and student.
- These memberships shall be personal, not organizational.
- 3.1.2 **A GENERAL MEMBER** shall be a person employed or interested in a position responsible for administration of volunteers. A General Member shall be entitled to all the rights, privileges and responsibilities of membership, including the right to vote.
- 3.1.3 **An HONOURARY MEMBER** shall be a person who has made an outstanding contribution to the Association. An Honourary Member shall

have full voting privileges and shall be entitled to all the rights and privileges of membership.

3.1.3.1 Honourary Membership shall be decided by the Executive Committee at a regular meeting two months in advance of the Annual General Meeting and will be confirmed at the Annual General Meeting.

3.1.3.2 A minimum of two (2) members are required to make an honorary member nomination, using the nomination form and process; or the Executive Committee itself may make a nomination.

3.1.4 A STUDENT MEMBER shall be a person who is currently enrolled in a course related to the profession of Volunteer Administration or related subjects, ie., event planning, or at the discretion of the Executive. A Student Member shall have full voting privileges and shall be entitled to all the rights and privileges of membership.

3.2 Fees

3.2.1 The Executive Committee shall set the annual membership fee for General Members each year.

3.2.2 Honourary Members shall not pay an annual membership fee.

3.2.3 The Executive Committee shall set the student membership fee each year.

3.2.4 The membership year shall begin each year on June 1st and continue to May 31st of the following year.

3.2.5 Members who have not renewed their annual membership as of September 30th of each year, shall be notified by the secretary that their rights and privileges have been suspended until the fee is paid.

3.2.6 New members of the Association who pay their annual membership fee after March 1st in any year shall not be charged the annual membership fee in the following year.

3.2.7 The annual membership fee shall entitle members to receive each issue of the Association newsletter, a copy of the current Association By-Laws, notice of the Annual General Meeting, and special General meetings, workshops and such other information as the Executive Committee may provide.

3.2.8 Participation in activities sponsored by the Association shall be subject to such additional fees as may be set in each instance by the Executive Committee.

ARTICLE 4: EXECUTIVE COMMITTEE

4.1 Composition

The Executive Committee shall consist of the following officers: President; Vice President; Past President; Treasurer; Secretary; General Member Representative(s) at the discretion of the Executive Committee. The Volunteer Hamilton Representative position exists at the discretion of the HAV Executive Committee and shall be an ex officio voting member of the Executive Committee.

4.2 Authority and Duties of the Executive Committee

The Executive Committee shall:

- 4.2.1 except as provided otherwise in these By-Laws, be responsible for the general administration and conduct all business of the Association between general meetings;
- 4.2.2 report to the membership at the Annual General Meeting, the business transacted during the preceding year;
- 4.2.3 fill vacancies on the Executive Committee, in the event that a vacancy occurs between Annual General Meetings; the votes of a majority of the incumbent officers shall be necessary to appoint a member to fill the vacancy;
- 4.2.4 appoint all special committees, representatives, or delegates as required unless otherwise provided for herein;
- 4.2.5 consider all recommendations from the membership; the Executive Committee shall be subject to the direction given by a general meeting of the Association;
- 4.2.6 set the annual membership fees, approve the annual budget and conduct the business affairs of the Association in a fiscally responsible manner;
- 4.2.7 establish policies and procedures consistent with the Association's By-Laws;
- 4.2.8 review the Association's goals and objectives annually and make or propose revisions as necessary;
- 4.2.9 present the slate of officers in writing to the General membership at least 2 weeks prior to the AGM;
- 4.2.10 each be designated as a director on the Association's Ontario Corporation.

4.3 Duties of Officers

It shall be the duty of each officer:

- 4.3.1 to attend all scheduled meetings, general and Executive Committee, of the Association; two unexcused absences between one Annual General Meeting and the next shall result in a review by the Executive Committee; further attendance irregularities may result in the officer being asked to resign;
- 4.3.2 to notify the President if unable to attend a regularly scheduled meeting of the Association; the President shall report the notice to the meeting;

- 4.3.3 to perform the duties specified for their office in these By-Laws, and such other duties as the Executive Committee may assign;
- 4.3.4 to submit a report on the performance of their duties to the Annual General Meeting;
- 4.3.5 to review nominees and select a slate of officers (see 3.1.2 and 3.1.3).

4.4 Term of Office and Limitations on Consecutive Terms

- 4.4.1 The officers shall be elected to serve for one year, beginning at the close of the Annual General Meeting at which they are elected, or until their successors are elected.
- 4.4.2 A member appointed to fill a vacancy on the Executive Committee shall hold office until the following Annual General Meeting. An election for that office shall be held at the Annual General Meeting and the appointed officer shall not be considered to have served a term in that office.
- 4.4.3 No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office, unless voted in by the membership.
- 4.4.4 The Volunteer Hamilton Representative shall be nominated by the Executive Director of Volunteer Hamilton and confirmed by the Executive Committee of the Association.
- 4.4.5 The Volunteer Hamilton Representative shall be bound by all other rules and regulations as are the other officers of the HAV Executive Committee of the Association.

4.5 Nominations and Elections

- 4.5.1 The Past President shall be responsible for conducting the nomination process.
- 4.5.2 The Past President shall send a request to all General Members in good standing for nominations for all positions to be contested by General Members at each year's Annual General Meeting; these requests for nominations shall state the deadline set by the Executive Committee for the return of such nominations.
- 4.5.3 A member who wishes to nominate someone for office shall secure the permission of the nominee and return the nomination, with confirmation of the nominee's willingness to stand, to the Past President by the specified deadline.
- 4.5.4 Nominations for those positions for which at least one nomination was received by the deadline shall be closed as of that deadline; the Past President shall be responsible for searching out nominees for any office for which a nomination is not received from the membership at

large by the deadline; no additional nomination shall be permitted at the Annual General Meeting.

4.5.5 The Past President shall publish a slate of officers in writing to the General Membership 2 weeks prior to the AGM.

4.5.6 If there is no quorum at the Annual General Meeting, the motion to accept the slate of officers will be conducted through correspondence with the General Membership.

4.6 Qualifications and Duties of the Officers

4.6.1 President

4.6.1.1 Qualifications

- a) General Member in good standing;
- b) Good knowledge of the Association;
- c) Able to perform the duties specific to the office;
- d) Executive Committee experience, preferably as Vice-President, if possible.

4.6.1.2 Responsibilities

- a) To meet with the Association Executive Committee at the close of or as soon as possible after the Annual General Meeting to set a calendar of meetings and other Association dates for the full year;
- b) to prepare an agenda for and chair all meetings of the Executive Committee, Special and Annual General Meetings;
- c) to speak for the Association or appoint an alternate Executive Committee member in all matters involving public relations;
- d) to oversee the publication of the Annual Report and other periodic Association publications, including the Association newsletter;
- e) to communicate with the membership at large about the Association's activities and those of similar organizations such as Professional Administrators of Volunteer Resources – Ontario (PAVR-O) and Canadian Administrators of Volunteer Resources (CAVR) that offer events or information of interest to Association members;
- f) to oversee ad-hoc committees related to portfolio;
- g) to oversee completion and submission of the Ontario Corporation documents within 15 days after the AGM or any change in designated Directors' information;
- h) to participate fully in the strategic governance and planning process.

4.6.2 Vice President

4.6.2.1 Qualifications

- a) General member in good standing;
- b) Good knowledge of the Association;
- c) Able to perform the duties specific to the office.

4.6.2.2 Responsibilities

- a) To assist the President and, in the absence of the President, to assume all duties of the President;
- b) to coordinate the educational, networking demands and goals of the membership, which includes the following responsibilities – speaker, topic, evaluations, room booking, set up and clean up, food and beverage as required, budget, report on progress monthly, planning of workshops; to recruit one or more ad-hoc committees to provide one or more educational activities and to evaluate and report to the Executive Committee the success of these activities in meeting the personal and professional goals of the membership;
- c) to annually lead the Executive Committee through a review of the By-Laws for revision and amendment;
- d) to oversee ad-hoc committees related to the portfolio;
- e) to participate fully in the strategic governance and planning process.

4.6.3 Past President

4.6.3.1 Qualifications

- a) General Member in good standing;
- b) Good knowledge of the Association;
- c) Able to perform the duties specific to the office
- d) If the immediate Past President is no longer a member, the Executive Committee shall appoint a General Member who has served as President for at least one year to serve as Past President.

4.6.3.2 Responsibilities

- a) To advise and assist the President when requested;
- b) to oversee the nomination process;
- c) to oversee the bursary process;
- d) to oversee ad-hoc committees related to the portfolio;
- e) to participate fully in the strategic governance and planning process.

4.6.4 Treasurer

4.6.4.1 Qualifications

- a) General Member in good standing;
- b) Good knowledge of the Association;
- c) Able to perform the duties specific to the office.

4.6.4.2 Responsibilities

- a) To maintain complete, proper and current financial records for the Association;
- b) to prepare a proposed budget for the approval of the Executive Committee based on recommendations from or submissions by general meetings, officers and General Members and the planned activities of the Association as approved by the Executive Committee;
- c) to pay all bills incurred and endorsed by the Association Executive Committee;
- d) to present such financial reports and statements as the Executive Committee may require for approval at each of its meetings and to present the financial statements as of May 31st of each year to the Annual General Meeting as an item of information for the General Membership;
- e) to file a yearly income tax form to the Canadian Revenue Agency;
- f) to advise the Executive Committee and the General Membership of fiscally responsible revenue opportunities for the Association from among investments, foundations and governments or other possible sources of funding.
- g) to oversee fundraising activities by the General Membership and to recruit an ad-hoc committee as required in order to carry out fundraising events;
- h) to hold and use one of the keys for the Association mail box so that the receipt and payment of bills and the deposit of revenues will be timely and so that mail is picked up and distributed to the appropriate addressee(s) on a regular basis;
- i) to oversee ad-hoc committees related to the portfolio;
- j) to participate fully in the strategic governance and planning process.

4.6.5 Secretary

4.6.5.1 Qualifications

- a) General Member in good standing;
- b) Good knowledge of the Association;

- c) Able to perform the duties specific to the office.

4.6.5.2 Responsibilities

- a) To record, transcribe, duplicate and circulate the minutes of all Association meetings;
- b) to prepare correspondence as requested by the President;
- c) to be responsible for the stationery supply, archival materials and records of the Association;
- d) to maintain an up-to-date membership list, process new membership requests and send out membership renewal forms each April and reminders, where necessary, each September;
- e) to oversee ad-hoc committees related to the portfolio;
- f) to ensure completion and submission of the Ontario Corporation documents within 15 days after the AGM or any change in designated Directors' information;
- g) to hold and use one of the keys for the Association mailbox as an alternate to the Treasurer;
- h) to participate fully in the strategic governance and planning process.

4.6.6 General Member Representative(s)

4.6.6.1 Qualifications

- a) General Member(s) in good standing;
- b) Good knowledge of the Association;
- c) Able to perform the duties specific to the office.

4.6.6.2 Responsibilities

- a) To oversee programs and activities as designated by the Executive Committee;
- b) To participate fully in the strategic governance and planning process.

4.6.7 Volunteer Hamilton Liaison Representative

4.6.7.1 Qualifications

- a) General Member in good standing;
- b) Good knowledge of the Association;
- c) Able to perform the duties specific to the office.

4.6.7.2 Responsibilities

- a) Attending meetings of the Executive Committee as a voting member;
- b) participating fully in the strategic governance and planning process;

- c) providing effective communication and information sharing between the two organizations;
- d) assisting with the planning and production of educational workshops and seminars that may be hosted by both organizations or independently;
- e) supporting mutual efforts at celebrating volunteerism;
- f) working closely with the Association in the overall support and development of volunteerism and the profession of Volunteer Management in Hamilton.

4.6.8 Website

The Executive Committee will be responsible for reviewing, updating and delegating someone to maintain the information posted on the website.

ARTICLE 5: MEETINGS

5.1 Annual General Meeting

- 5.1.1 The Annual General Meeting shall be held in June at a time and location determined by the Executive Committee of the Association.
- 5.1.2 Notice of the Annual General Meeting shall be given to each member of the Association at least thirty days in advance of the meeting.
- 5.1.3 One-quarter of the members, other than the Executive, present in person shall constitute a quorum. Please see bylaw Article 8.1(c).
- 5.1.4 If no quorum is present one-half hour after the time appointed for the Annual General Meeting, the meeting shall stand adjourned and all information will be forwarded to the membership by correspondence.
- 5.1.5 The business transacted at the Annual General Meeting shall include:
 - a) adoption of the agenda;
 - b) approval of the minutes of the previous General Meeting;
 - c) elections or confirmation of officers;
 - d) the reports of President, Vice President, Treasurer and Secretary;
 - e) the transaction of such other business as deemed appropriate.

5.2 Special General Meetings

- 5.2.1 Notice of the Special General Meeting shall be given in the same manner as provided for an Annual General Meeting, with the purpose of such meeting being stated in the notice; no business other than that stated in the notice shall be considered at the meeting.
- 5.2.2 Special General Meetings may be called by the President, or by the Executive Committee, and shall be called by the President when a total of one-quarter of the members have made a written request for such a meeting for a particular purpose.
- 5.2.3 Quorum and adjournment shall be in the same manner as provided for at the Annual General Meeting.

- 5.3 Meetings of the Executive Committee
- 5.3.1 The Executive Committee shall hold a minimum of 8 meetings per year, according to a schedule of days and times approved by the Executive at a location appointed by the President.
- 5.3.2 The President may call a special meeting of the Executive Committee without notice immediately following the Annual General Meeting.
- 5.3.3 The President may call a special meeting of the Executive Committee when requested to do so by a majority of the Executive Committee.
- 5.3.4 Notice for special meetings of the Executive Committee may be given by e-mail or telephone with a minimum of twenty-four hours advance notice.
- 5.3.5 The quorum for any meeting of the Executive Committee shall be a majority of its members.
- 5.4 Committees
- 5.4.1 The chair of any committee shall conduct meetings of the committee, ensure minutes are kept for each meeting of the committee, and submit a written or oral report to the Executive Committee or to a General Meeting of the Association whenever requested to do so. Committee minutes should be forwarded to the Secretary for keeping with official documents.
- 5.5 Voting at Association Meetings
- 5.5.1 Voting at all Annual General, Special General, Executive Committee or other committee meetings of the Association shall be by a show of hands.
- 5.5.2 The result of a vote will be recorded in the minutes of the meeting.

ARTICLE 6: FINANCE

- 6.1 Fiscal year
The fiscal year of the Association shall begin on June 1st of each year and end on May 31st of the following year.
- 6.2 Signing Officers
- 6.2.1 The signing officers of the Association shall be the Treasurer, the President, and a third officer designated by the Executive Committee.
- 6.2.2 Two of the signing officers shall sign all cheques, withdrawal slips, and other required documents on behalf of the Association as needed and authorized by the Executive Committee.
- 6.2.3 The third signing officer shall only act in that capacity as required by circumstances or when the business cannot be delayed.
- 6.3 Banking

- 6.3.1 The President and Treasurer and (in the absence of either) the third signing officer, are authorized for and in the name of the Association to:
- a) receive all monies and to give a receipt for same;
 - b) perform all bank transactions;
 - c) arrange, settle, and balance all books and accounts between the Association and its debtors, its creditors and its bank.

ARTICLE 7: PARLIAMENTARY AUTHORITY

- 7.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Association may adopt.

ARTICLE 8: AMENDMENTS TO BY-LAWS

- 8.1 The By-Laws shall become effective upon adoption. They shall not be amended or repealed except under the following conditions:
- a) proposed amendments shall be presented at Annual or Special General Meetings of the membership;
 - b) proposed amendments shall be sent to all members at least thirty days in advance of the meeting at which they are to be considered;
 - c) any amendment, adopted by a two-thirds vote of the members present and voting shall become effective immediately, unless specified otherwise in the proposed amendment.
Please see bylaw Article 5.1.3

ARTICLE 9: DISSOLUTION

- 9.1 In the event that a general meeting votes to dissolve the Association, the Executive Committee shall transfer all assets of the Association to a like organization for Administrators of Volunteers with the stipulation that they be used only within Hamilton.

Revised: June 20, 2014 post 2014 AGM (June 19).

