

NMHA
AUXILIARY/VOLUNTEER SERVICE BYLAWS

Revised
October 3, 2015

NMHA

AUXILIARY/VOLUNTEER SERVICE BYLAWS

ARTICLE I - NAME

The name of this organization shall be the NMHA Auxiliary / Volunteer Service, hereinafter known as the State Auxiliary / Volunteer Service.

ARTICLE II - PURPOSE

The purpose of this organization shall be to assist in the furtherance of the objectives of the New Mexico Hospital Association (NMHA), to participate in the projects and programs of the NMHA requested by the NMHA Board of Directors and/or President, to develop educational programs and provide advisory assistance to Auxiliaries / Volunteer Services of NMHA member or non-member health care institutions.

ARTICLE III - MEMBERSHIP AND DUES

Section 1: Membership in the State Auxiliary / Volunteer Service shall be open to all auxiliary/volunteer service personnel functioning at health care institutions, whether or not the health care institution is a member of NMHA.

Section 2: Classification of membership groups: There shall be five classes of membership.

A. Active Membership: Active members shall be those whose dues/donations are paid in full before February 1 of the calendar year. Each member Auxiliary / Volunteer Service shall have one voting delegate. Active members shall be permitted to hold office, receive all State Newsletters and other pertinent publications, and attend all meetings sponsored by the State Auxiliary/Volunteer Service.

B. Provisional Membership: Provisional members shall be those Auxiliaries / Volunteer Services whose health care institutions are members of NMHA and are organized or are in the process of organizing or reorganizing due to a change in ownership of, or NMHA affiliation of, the health care institutions. Full annual dues are payable as of February 1 of the following year. Provisional members shall have all rights and privileges of active members except the right to vote or to hold office.

C. Personal Membership: Personal membership is open to any volunteer or employee of a health care institution. Personal members are to receive copies of the State Auxiliary / Volunteer Service Newsletter and other pertinent materials. They may attend all meetings sponsored by the State Auxiliary / Volunteer Service. Personal members may not have a vote or hold office. Annual membership dues shall be paid directly to the State Auxiliary/Volunteer Service Treasurer.

D. Independent Membership: When the host health care institution has decided not to be, or no longer is, a member of the NMHA and the Auxiliary / Volunteer Service wishes to be a member of the State Auxiliary / Volunteer Service, the Auxiliary / Volunteer Service shall pay the State Auxiliary / Volunteer Service Assessment and become or continue to be a member of the State Auxiliary / Volunteer Service. Independent Members shall have all the rights and privileges of the active members with exceptions of the ability to vote or hold office.

E. Temporary Membership: When a local Auxiliary/Volunteer Service has elected to disassociate its membership from the State Auxiliary/Volunteer Service, any individuals from that auxiliary/volunteer service who hold a current board positions for the State Auxiliary/Volunteer Service may continue for the remainder of their term as “Active Members” of the State Auxiliary/ Volunteer Service and shall pay annual dues to the State Auxiliary/Volunteer Service Treasurer. This provision allows the “Board Members” to complete their terms of office with all rights and privileges of an Active Member. Any State Auxiliary/Volunteer Service Past President may continue to pay annual dues and maintain “Active Membership” with all rights and privileges.

Section 3: Termination of membership:

A. Board Member - Letter of resignation sent to the State President.

B. Local Auxiliary / Volunteer Service - Letter of disassociation from the State Auxiliary / Volunteer Service; letter sent to the State President.

Section 4: Annual dues shall be due and payable to the State Treasurer the first day of February.

Section 5: Dues/donations shall become delinquent the first of May. Auxiliaries / Volunteer Services whose dues are delinquent shall forfeit voting privileges.

Section 6: Changes in dues to the State Auxiliary/Volunteer Service shall be determined by voting delegates at the Annual Meeting.

Section 7: At any time a delinquent member auxiliary / volunteer service may be reinstated upon approval by the State Auxiliary / Volunteer Service Board of Directors and payment of current year’s dues/donations.

ARTICLE IV - FISCAL YEAR

The fiscal year of the State Auxiliary / Volunteer Service shall be January 1st through December 31st.

ARTICLE V – ELECTED OFFICERS

Section 1: Elected officers shall be the President, President-Elect, Secretary, and Treasurer.

Section 2: Qualifications

- A. The President-Elect shall have served one previous term as a member of the State Auxiliary / Volunteer Service Board of Directors.
- B. All elected officers must be members in good standing of an Active Member Auxiliary/Volunteer Service.
- C. The elected officers shall be elected by ballot, or by acclamation providing there are no nominations from the floor during the Annual Meeting, to serve for one term or until their successors are elected. No elected officer shall serve two consecutive terms in the same office.
- D. The President-Elect shall be installed to the office of President during the Annual Meeting following the one at which elected.
- E. All elected officers shall assume their duties upon adjournment of the Annual Meeting at which elected.

Section 3: Replacement of officers:

- A. If the office of the President becomes vacant or the President shall be unable to perform the duties of the office, the President-Elect shall succeed to the office of the President for the remainder of the term.
- B. If the office of the President is vacated after the first quarter, the President-Elect shall serve as President for the remainder of the term, and the following year for which the President-Elect was elected.
- C. The Board shall fill all other vacancies, except the office of President-Elect which must be elected by the Voting Body of the State Auxiliary / Volunteer Service. This election shall be done by mailed ballots.

Section 4: Duties

- A. President shall:
 - 1. Preside at all meetings of the State Auxiliary/Volunteer Service, the Board of Directors and the Executive Committee.
 - 2. Conduct such other business of the State Auxiliary/Volunteer Service as directed by the Board of Directors, the Executive Committee or the Voting Body.
 - 3. Serve as a voting member of the Board of Directors of the NMHA.
 - 4. Be an Ex-Officio member, without vote, on all committees except the Nominating Committee.
 - 5. Submit an annual report in writing to the Voting Body at the Annual Meeting.
 - 6. Chair the Annual Meeting Planning Committee.

B. President-Elect shall:

1. Perform such duties as may be requested by the President or the Executive Committee.
2. Serve on the Annual Meeting Planning Committee.
3. Perform the duties of the President for the unexpired term in the event of a vacancy occurring in that office.

C. Secretary shall:

1. Record the proceedings of all meetings of the State Auxiliary/Volunteer Service, and shall, within thirty days, send a copy of the minutes to the members of the Board of Directors.
2. Conduct any correspondence as requested by the President, the Board of Directors or the Executive Committee.
3. Serve as Years of Service Honor Awards Chairperson.

D. Treasurer shall:

1. Serve as Chairman of the Finance Committee.
2. Authorize all disbursement of monies.
3. Keep an itemized account of all receipts and disbursements.
4. Collect all dues/donations.
5. Prepare and present financial reports.
6. Serve as Credentials Chairman

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer and Parliamentarian.

Section 2: The Executive Committee shall:

- A. Be responsible for the transaction of business of the State Auxiliary/Volunteer Service between meetings of the Board of Directors. All actions of the Executive Committee shall be reported to the Board at its next regular or special meeting.
- B. Meet at the call of the President or the written request of three members and may conduct business by mail, email, or telephone.
- C. Declare a vacancy in any office or committee for failure to perform duties.

Section 3: Quorum

Three members shall constitute a quorum for the transaction of business at all meetings of the Executive Committee.

ARTICLE VII - BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the elected officers of the State Auxiliary/Volunteer Service, the Immediate Past President, Appointed Chairmen, and DVS Representative.

Section 2: Duties

A. The Board of Directors shall:

1. Conduct the business of the State Auxiliary/Volunteer Service between Annual Meetings.
2. Approve a tentative budget submitted by the Finance Committee.
3. Create such standing committees as are deemed advisable.
4. Suggest agenda items for the Annual Meeting.
5. Propose topics and speakers for educational programs.
6. Present a written report at the Annual Meeting.
7. Authorize expenses as approved in the budget.

B. The Board shall be subject to the orders of the State Auxiliary/Volunteer Service Voting Body and none of its acts shall conflict with action taken by the State Auxiliary/Volunteer Service Voting Body.

Section 3: Meetings

A. Regular meetings shall be held each year: prior to the Annual Meeting; immediately following the Annual Meeting (Joint Board Meeting), and the Mid-year Board of Directors' Meeting.

B. Special meetings may be called by the President or by a majority vote of the Board of Directors.

Section 4: Quorum

One person over one-half of existing board members shall constitute a quorum.

ARTICLE VIII - NOMINATING COMMITTEE

Section 1: The Nominating Committee shall consist of a Chairman and the four (4) District Chairmen.

Section 2: The Chairman of the Nominating Committee shall be the Immediate Past President of the State Auxiliary/Volunteer Service. If the Immediate Past President is unable to serve, the President shall be authorized to appoint a Chairman with the approval of the Executive Committee.

Section 3: The Nominating Committee shall be responsible for determining the eligibility of all nominees for Elected Officers. Elected Officers and Appointed Chairs shall be as identified in the Bylaws. The Nominating Committee shall actively solicit nominations and accept nominations (Nominating form included in the State Handbook) from any auxiliary/volunteer service qualifying as a member of the NMHA Auxiliary/Volunteer Service. The nominating individual shall be advised if their nominee does not meet the eligibility requirements established in the Bylaws. The names of eligible nominees for Elected Officers shall be presented to the Board of Directors at its mid-year meeting and also presented at the annual meeting. Nominees for Elected Officers, along with any nominees from the floor, shall be subjected to the balloting process at the annual meeting.

Section 4: The Nominating Committee shall submit, for the consideration by the Board of Directors, the names of persons to fill unexpired terms of officers occurring between Annual Meetings when not otherwise provided for in these Bylaws.

ARTICLE IX: APPOINTED CHAIRMEN

Section 1: The Appointed Chairmen shall be a Newsletter/Newsletter Contest/Scrapbook/Scrapbook Contest Chairman, Bylaws/Policies & Procedures/Parliamentarian/Historian Chairman, Salute to Excellence/Youth Volunteer Award Chairman, four (4) District Chairmen (one from each state district) and Director of Volunteer Services Representative.

Section 2: Qualifications

- A. All Appointed Chairmen (with the exception of the Director of Volunteer Services Representative) must be members in good standing of an active member Auxiliary/Volunteer Service that has an active membership in the State Auxiliary/Volunteer Service.
- B. These Chairmen shall be appointed by the President-Elect. Nominations of Appointed Chairmen may be made by local Auxiliary Presidents, Volunteer Service Chairmen or any State Board of Directors member, using the same form as required for the nomination of elected officers. These nominations shall be submitted to the President-Elect.
- C. All Appointed Chairmen shall assume their duties upon adjournment of the Annual Meeting at which appointed.

Section 3: Duties

A. Newsletter/ Newsletter Contest/ Scrapbook/Scrapbook Contest Chairman shall:

1. Serve as editor of the State Auxiliary/Volunteer Service Newsletter.
2. Serve as the Chairman of the Newsletter Contest on even numbered year and Scrapbook Contest on odd numbered years.
3. Solicit recommendations for judges from four (4) District Chairmen for judging of the Newsletter Contest. The Chairman shall appoint four (4) judges.
4. Request Scrapbooks to be brought to the Annual Meeting on odd numbered years. Scrapbook Contest shall be judged by a Committee: Four (4) District Chairmen and two (2) additional designees.
5. See Policies and Procedures and Job Descriptions for other duties.

B. Bylaws/ Policy & Procedures / Parliamentarian / Historian Chairman:

1. Attend all business meetings of the State Auxiliary/Volunteer Service, the Board of Directors, and the Executive Committee.
2. Advise on Parliamentary procedure.
3. Vote only when the voting is by ballot.
4. Review the Bylaws.
5. Review and update the Policies and Procedures, as needed.
6. Prepare a complete chronological history of pertinent activities of the State Auxiliary/Volunteer Service that are worthy of preservation.

D. Salute to Excellence/Youth Volunteer Award Chairman shall:

1. Mail out the forms and all criteria for the awards, including deadlines.
2. Appoint three (3) judges to review nominations and select the Salute to Excellence Award and Youth Volunteer Award recipients.

E. Director of Volunteer Service Representative shall:

1. Serve as a member of the State Auxiliary/Volunteer Service Board of Directors.
2. Facilitate communication and interaction between the State Auxiliary/Volunteer Service and Directors of Volunteer Services throughout New Mexico.
3. Serve as resource providing information from Association for Healthcare Volunteer Resource Professionals (AHVRP) or any other regulatory agency that may benefit New Mexico hospitals and volunteer programs.

F. District Chairman shall:

1. Serve on the Board of Directors.
2. Serve as a member of the Nominating Committee.
3. When requested, advise local auxiliaries/volunteer services.
4. Conduct a workshop within the respective district at least once between April and May 15. or prior to the mid-year Board of Directors' Meeting.
5. Appoint an Assistant Chairman who shall serve on the Board of Directors in the absence of the District Chairman.
6. Serve as a member of the Scrapbook Contest Committee during odd-numbered years and recommend one judge for the Newsletter Contest Committee during even-numbered years.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1: Governing Rules

- A. Committees may include, but are not limited to, Nominating, Finance, Bylaws and Credentials. Except for the Nominating and Finance Committees, committees shall be appointed for one year by the President.
- B. Committees, except the Nominating Committee, shall notify the President of their meetings and shall send copies of all official correspondence to the President.
- C. Committees may conduct business by phone, mail, or email.

Section 2: Duties

The Finance Committee shall:

- A. Consist of the Executive Committee, the NMHA Financial Officer and the NMHA A/VS Liaison.
- B. Prepare a proposed budget.
- C. Have general supervision of the finances of the State Auxiliary/Volunteer Service.
 - A. Report financial condition of the State Auxiliary/Volunteer Service.
 - B. Submit to the Annual Meeting a proposed budget for the ensuing year.

Section 3: Other Committees

Such other committees, standing and special, shall be appointed by the President or the Board of Directors to carry on the work of the State Auxiliary/Volunteer Service. Special Committee Chairmen may attend Board of Directors meetings as non-voting members. Special committees automatically dissolve when functions are concluded.

ARTICLE XI - ANNUAL MEETING

Section 1: Annual Meeting

A. A meeting shall be held annually at such a time and place as determined by the NMHA for the purpose of receiving reports, amending Bylaws, and such other business as may properly come before it, which will include:

1. Election of the officers for the coming year.
2. Ratification of actions of the Board of Directors taken between Annual Meetings.

Section 2: Governing and Voting Body

A. The Governing Body of the State Auxiliary/Volunteer Service shall be the Voting Body at the Annual Meeting.

B. The Voting Body shall be:

1. The President/Chairman of each active member Auxiliary/Volunteer Service, or the representative designated in writing (Proxy Vote) to the Credentials Committee.
2. Members of the Board of Directors in attendance.
3. All Past Presidents of the State Auxiliary/Volunteer Service in attendance.

C. No member shall vote in more than one capacity.

Section 3: Quorum

A quorum shall be the majority of the voting members registered with the Credentials Committee.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the proceedings of the State Auxiliary / Volunteer Service in all cases not provided for in these Bylaws.

ARTICLE XIII - AMENDMENTS

Section 1:

A. Proposed amendments to the State Auxiliary/Volunteer Service Bylaws must be submitted in writing to the Bylaws Committee Chairman at least sixty (60) days in advance of the mid-year Board of Directors meeting.

B. Proposed amendments must be presented to the State Auxiliary/Volunteer Service Board of Directors by the Bylaws Committee Chairman (or his/her representative) at the mid-year Board of Directors meeting for approval. The Bylaws Committee Chairman shall provide an advance copy of the proposed amendments to the Board of Directors 30 days prior to the mid-year meeting.

C. The approved proposed amendments must then be presented by the State President to the NMHA Board of Directors for their approval. No amendment to these Bylaws shall become effective until approved by the NMHA Board of Directors and the State Voting Body.

D. At least thirty (30) days prior to the Annual Meeting, the proposed amendments approved by the NMHA Board of Directors shall be provided to the State Voting Body. The approved proposed amendments shall be included in the Call to Convention packets, distributed in July.

Section 2: These Bylaws may be amended only at the Annual Meeting:

By a two-thirds vote, provided the proposed amendment was sent to all members of the Voting Body at least thirty (30) days before the Annual Meeting.

ARTICLE XIV - DISSOLUTION

Upon dissolution of the State Auxiliary/Volunteer Service, all monies and/or equipment shall revert to the NMHA or to any non-profit organization designated by the NMHA Board of Directors.

ARTICLE XV - AUTHENTICATION

State Auxiliary/Volunteer Service Bylaws approved by NMHA Board of Directors.

Date _____

NMHA Chairman _____

NMHA President _____

Adopted by State Auxiliary/Volunteer Service to the NMHA

Date _____

President _____

Bylaws Chairman _____

Bylaws amended:

Revisions Approved: September 2002, June 2005, September 2005, September 2006, Sept 2007, Sept 2008, Sept 2009, September 2010; September 2013; October 2015
Reviewed 2011, Reviewed 2012; Reviewed 2014

