

**BYLAWS  
OF  
THE ASSOCIATION OF FLORIDA HEALTHCARE AUXILIARIES/VOLUNTEERS,  
INCORPORATED**

**ARTICLE I  
NAME AND EMBLEM**

- Section 1** The name of this organization shall be the Association of Florida Healthcare Auxiliaries-Volunteers, Inc., a not-for-profit corporation, hereinafter referred to as AFHAV. AFHAV is divided into five geographic districts: East Central, Northeast, Northwest, South, and West Central.
- Section 2** The emblem of AFHAV, originally adopted by the general membership in 1969, was changed in 1996 to AFHAV and shall be used on all official publications and letterheads.

**ARTICLE II  
PURPOSES**

The purpose of AFHAV shall be exclusively charitable and educational in nature. In particular, the purposes shall be:

1. To improve the quality of health care for the sick and needy in the State of Florida.
2. To assist in the training of volunteers and health career professionals.
3. To promote, coordinate and encourage volunteer health care auxiliaries or volunteer organizations and related activities throughout the state.

**ARTICLE III  
MEMBERSHIP AND DUES**

**Section 1** Membership shall be composed of healthcare auxiliaries or other organized service groups whose purposes and activities complement the purposes of AFHAV, herein referred to generally as auxiliaries/volunteer organizations. The Board of Directors shall bear the sole discretion and authority to admit additional members to AFHAV.

**Section 2** Dues shall be determined upon the recommendation of the Board of Directors and shall be subject to a two-thirds ( $\frac{2}{3}$ ) vote of the voting delegates at the Annual Meeting.

Notice of proposed changes shall be submitted to the member healthcare auxiliaries/volunteer organizations at least forty-five (45) days prior to the meeting.

The Dues Schedule is as follows:

<u># of Hospital Beds</u>	<u>Dues</u>
0-50	40.00
51-100	70.00
101-200	85.00
201-300	105.00
301-400	110.00
401-500	120.00
501-600	135.00
601-700	145.00
701-800	150.00
801-900	155.00
901-1000	165.00
1001-1100	170.00
1101 or more	175.00
Outpatient Clinics	70.00

**Section 3** All AFHAV dues are payable January 1 and shall become delinquent March 1. If not paid by April 1, membership shall be subject to termination.

#### **ARTICLE IV FISCAL YEAR**

The financial year of this Association shall be based on a Calendar Year.

#### **ARTICLE V OFFICERS**

**Section 1** The officers of AFHAV shall be: President, First Vice President, Second Vice President, Secretary, Treasurer and a District Director from each district. These officers shall assume their duties at the close of the Annual Meeting.

**Section 2** The President, First Vice President, and Second Vice President must have served on the Board of Directors for a minimum of one (1) year.

**Section 3** The President, First Vice President, and Second Vice President shall serve for a term of one (1) year. Re-election to these offices may be permitted for one (1) year.

**Section 4** District Directors shall be elected for a term of one year, but may be elected for additional terms in the same office. After election for four (4) years to the same office, re-election to that office shall not be permitted.

**Section 5** The Secretary and Treasurer shall be elected for a term of one year, but may be elected for additional terms in the same office.

**Section 6** A vacancy in any elected position may be filled by appointment of the President and/or the Board of Directors.

#### **ARTICLE VI DUTIES OF OFFICERS**

**Section 1** The President shall be the Chief Executive Officer and shall preside at all meetings of the AFHAV. The President shall establish and direct a Chain of Command. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall appoint a Parliamentarian and all Standing Committee Chairmen as necessary to carry out the Goals, Objectives and Business of AFHAV.

**Section 2** The First Vice President in the absence or disability of the President shall assume the duties and have the authority and responsibility of the President. The First Vice President **may be** responsible for a Chain of Command

**Section 3** The Second Vice President shall, in the absence of the President and First Vice President, perform the duties of the President. The Second Vice President **may be** responsible for a Chain of Command.

**Section 4** The Secretary shall keep a record of all meetings, have custody of all reports and shall perform such other duties as may be required.

**Section 5** The Treasurer shall receive all funds of AFHAV and shall deposit such funds in a bank in the name of AFHAV, Inc. The Treasurer shall pay such bills as approved and keep an itemized account of all receipts and disbursements. The Treasurer shall send a Dues Invoice to all member auxiliaries-volunteer organizations at the beginning of the financial year. At the end of each financial year, the Treasurer shall submit all financial records to an accountant for preparation of the appropriate tax forms.

**Section 6** Each District Director shall serve as liaison between AFHAV and affiliated healthcare auxiliaries-volunteer organizations of their district.

## ARTICLE VII NOMINATING COMMITTEE

- Section 1** The Nominating Committee shall consist of a member from each of the five districts and the Parliamentarian as Chain of Command and advisor without vote.
- Section 2** A Nominating Committee member shall be elected for a term of one year, but may be elected for additional terms in the same position. After election for four (4) years to the same position, re-election to that position shall not be permitted. Committee Members shall assume their duties at the close of the Annual Meeting.
- Section 3** The Nominating Committee shall elect its Chairman at the Fall Board of Directors meeting.

## ARTICLE VIII BOARD OF DIRECTORS

- Section 1** The Board of Directors shall consist of the Officers, a Parliamentarian, the Nominating Committee, Chairmen of Standing Committees and the Immediate Past President.
- Section 2** The Board of Directors shall be empowered to manage and control the affairs and funds of the AFHAV, to approve the annual operating budget and to administer the affairs of the AFHAV on behalf of the General Membership and in a manner consistent with these Bylaws.
- Section 3** Appointed Chairmen shall not serve more than two consecutive years in the same position. Exceptions may be made by the President.
- Section 4** Any member of the Board of Directors who is absent from a meeting without a valid excuse may be replaced by the President and/or the Board of Directors.
- Section 5** Any member of the Board of Directors whose conduct is inappropriate may be replaced by the President and/or the Board of Directors.
- Section 6** To serve on the Board of Directors, a person must be a member in good standing of an affiliated healthcare auxiliary-volunteer organization and remain actively involved in its program.
- Section 7** An individual employed by a healthcare facility for the purpose of promoting auxiliaries-volunteer organizations may attend any meeting sponsored by this Association, but they **may not** hold an elected office or an appointed position on this Association's Board of Directors.
- Section 8** A Past President of this Association **may** serve on the Board of Directors in any position other than the office of President.

## ARTICLE IX ELECTIONS

- Section 1** All Officers of the AFHAV and members of the Nominating Committee shall be elected at the Annual Meeting.
- Section 2** A majority vote of the Delegates present and voting shall constitute an election.
- The voting body of the Annual Meeting or Special Meeting of AFHAV shall consist of no more than two voting delegates from each member healthcare auxiliary-volunteer organization in good standing. An alternate for the delegate must be approved by the Credentials Chairman before the Business Session is called to order. Fifty-one (51%) percent of the Voting Delegates present and voting, constitute a quorum at an Annual Meeting or Special Meeting of AFHAV.

**Section 3** A slate as prepared by the Nominating Committee Chairman shall be mailed to the membership thirty (30) days in advance of the annual election. Nominations will be accepted from the floor, with prior consent of the nominee, provided the nomination is made by a voting delegate whose credentials have been approved by the Credentials Chairman. If there is only one nominee for a position, a voice vote may be taken.

**ARTICLE X  
MEETINGS OF AFHAV AND REPRESENTATION**

- Section 1** Board of Directors Meetings
- a. The Board of Directors shall have six scheduled meetings each year: 1-Immediately following the Annual Meeting, 2-Fall, 3-Winter, 4-Spring, 5-Summer. #6 to be held the day before the beginning of the Annual Meeting.
  - b. The President may call a Special Meeting of the Board of Directors and/or Special Committees with written notice submitted fourteen (14) days prior to such meetings.
  - c. A majority of the Board of Directors shall constitute a quorum at all Board Meetings.

**Section 2** Annual Meeting  
There shall be an Annual Meeting of AFHAV. The purpose of the meeting shall be educational and to conduct the business of the Association.

**Section 3** District Meetings  
Each district shall hold a District Meeting annually. The purpose of the meeting shall be educational.

**Section 4** Special Meeting  
A Special Meeting of AFHAV must be called by the President upon request of 25% or more of the member healthcare auxiliaries/volunteer organizations. Notices of such Special Meetings must be mailed to each member healthcare auxiliary/volunteer organization in good standing not less than fourteen (14) days in advance of the meeting and only business identified in the call may be transacted.

**ARTICLE XI  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern AFHAV in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order AFHAV may adopt.

**ARTICLE XII  
AMENDMENTS - BYLAWS**

The Board of Directors of AFHAV may provide for such Bylaws for the conduct of its affairs and the carrying out of its purposes as deemed necessary. These Bylaws may be amended by the Board of Directors at any Regular or Special Meeting provided:

1. Prior consideration has been given by the Bylaws Committee.
2. Notice of the proposed amendment (s) is given in writing at least fourteen (14) days prior to the Board Meeting.
3. The amendment (s) shall become effective immediately following an affirmative vote.

**ARTICLE XIII  
AMENDMENTS - POLICIES**

The Board of Directors may amend the Policies at any Regular or Special Meeting provided:

1. Prior consideration has been given by the Bylaws Committee.
2. A majority vote of the Board of Directors present and voting is required for adoption.
3. The amendment (s) shall become effective immediately following an affirmative vote.

**ARTICLE XIV  
AMENDMENTS – ARTICLES OF INCORPORATION**

- Section 1** Amendments to the Articles of Incorporation may be proposed by a two-thirds (2/3) vote of those members of the Board of Directors present at a Regular or Special Meeting, provided that notice of the proposed amendments is given in writing to the members of the Board of Directors at least fourteen (14) days prior to said meeting.
- Section 2** Amendments hereto shall be adopted only upon two-thirds (2/3) vote of the Voting Delegates present at an Annual Meeting, provided that the notice of the proposed amendment (s) is given in writing to the members of AFHAV at least thirty (30) days prior to said meeting.
- Section 3** The amendment (s) shall become effective immediately following an affirmative vote.

AMENDED - 1999  
AMENDED - May 9, 2000  
AMENDED - November 2000  
AMENDED - August 13, 2002  
COMPLETE REVISION - May 15, 2006  
AMENDED - August 7, 2006

AMENDED - September 29, 2009  
AMENDED - July 18, 2011  
AMENDED - February 28, 2012  
AMENDED - July 22, 2013  
AMENDED - August 2016  
AMENDED - December 2017