

# WESTERN SLOPE DOVIA BY-LAWS

## ARTICLE I

### NAME

The name of the organization shall be Western Slope Directors of Volunteers in Agencies (DOVIA).

## ARTICLE II

### PURPOSE

To promote professionalism in the field of volunteer management, advocate for issues concerning volunteerism, and provide networking and training opportunities for the membership.

## ARTICLE III

### MEMBERSHIP

- Section 1. Memberships shall be available to individuals, agencies or organizations who support the concept of volunteerism. An individual membership is one person one vote, an agency membership is up to 3 people with one vote per person in attendance, and an organizational membership is up to 10 people with one vote per person in attendance.
- Section 3. No individual/agency/organization is considered a member whose dues are not current.
- Section 4. A majority vote of those voting members present shall ensure passage of each business transaction.

## ARTICLE IV

### DUES AND FEES

- Section 1. Dues: At the March 17, 2011 meeting dues were set as follows: Individual Membership \$35, Agency Membership \$50 and Organizational Membership \$100 a year.
- Section 2. Dues for the next fiscal year will be payable each January.
- Section 3. Fees: The Executive Committee shall determine a fee schedule for various services or programs provided to members and nonmembers.

## ARTICLE V

### OFFICERS

- Section 1. The officers of this organization shall be President, Vice President, Secretary and Treasurer. In the event there are not enough individuals running for the offices of Secretary and Treasurer, the positions may be combined until the following election, wherein the positions can revert back to two separate offices.
- Section 2. The President, Vice-President, Secretary and Treasurer shall be elected from the current membership, by the membership, to serve for one year.
- Section 3. An officer may not serve more than two consecutive terms in the same office. An officer may serve two additional terms in the event two positions are combined to form a new position.
- Section 4. The elected officers shall constitute the Executive Committee and immediate Past President or elected member-at-large for a total of five members.

## ARTICLE VI

### DUTIES OF OFFICERS

- Section 1. President:
- Shall preside at all DOVIA general meetings.
  - Shall direct the preparation of the proposed agenda for all general meetings.

- c. Shall appoint the chairperson of all standing committees and ad hoc committees with the approval of the Executive Committee.
- d. Shall perform other such duties as may be necessary or prescribed by DOVIA for the effective operation of DOVIA and its responsibilities.

Section 2. Vice President:

- a. Shall, in the absence, disability, or resignation of the President perform and exercise the duties and functions of the President.
- b. Shall perform such duties as assigned by the President.
- c. Shall serve as Chairperson of the Program/Training Committee.
- d. Shall be an Ex-officio member of Membership Committee and Public Relations and Recognition Committee.

Section 3. Secretary:

- a. Shall be responsible for keeping accurate records of all meetings of DOVIA.
- b. Shall preserve those records belonging to DOVIA for a permanent record. Such records shall be open to inspection by any member at all reasonable times.
- c. Shall handle general correspondence of DOVIA.

Section 4. Treasurer:

- a. Shall receive all funds paid to DOVIA and deposit such funds to the account.
- b. Shall distribute all funds by check upon said account of DOVIA with two signatures.
- c. All expenditures, other than those already budgeted, shall be approved by the Executive Committee or by the membership at a General Meeting.
- d. Shall keep a ledger detailing accounts of the assets, liabilities, receipts, and disbursements of DOVIA.
- e. A fiscal statement shall be reported to the membership annually.
- f. Shall give a Treasurer's report at regularly scheduled membership meetings.
- g. Shall maintain an accurate membership list.

## **ARTICLE VII** **COMMITTEES**

Section 1. Standing committees of the organization shall consist of the following:

- a. Program/Training Committee, from the membership whose responsibility shall be to plan and organize all programs sponsored by DOVIA. The Vice-President shall serve as Chairperson.
- b. Membership Committee, from the membership, whose responsibility shall be to recruit and work to retain DOVIA memberships.
- c. Public Relations and Recognition Committee, from the membership, whose responsibility shall be to promote DOVIA and its benefits to volunteer agencies and provide recognition of volunteer managers and volunteers. In addition, they shall educate the Western Slope communities on volunteerism.
- d. Nominating Committee, from the membership, whose responsibility shall be to identify needs on the Executive Committee and prepare the slate of officers for vote by the membership.
- e. Audit Committee, from the membership whose responsibility shall be to review all financial transactions during the fiscal year and present their report at the March General Meeting.

Section 2. Ad hoc committees shall be determined by the President as deemed necessary to handle special programs, functions, by-law changes, etc.