

Cincinnati Association of Volunteer Administrators
Constitution
Adopted October 14, 1992, revised November 14, 2019

Article I: Name and Mission Statement

Section 1: The official name of the organization is the CINCINNATI ASSOCIATION OF VOLUNTEER ADMINISTRATORS, hereafter referred to as CAVA.

Section 2: CAVA's mission is to equip, enrich, and empower volunteer administrators and volunteers to create positive impacts on the communities in which we live, work and play.

Section 3: CAVA's vision is to be the premier volunteer administration resource in the tri-state region.

Article II: Purpose

Section 1: The purpose of the organization shall be to

- a. Increase awareness of and cooperation among the leaders of volunteer engagement.
- b. Promote professional leaders of volunteer engagement in the community.
- c. Provide educational opportunities for the development of professional skills of all levels. Focus on CAVA members, but all interested community members are welcome.
- d. Promote the exchange of ideas (problems, successes, and issues) in working with and engaging volunteers.

Article III: Membership and Dues

Section 1: A member is any person who has paid his/her dues. Dues are determined by the CAVA Board.

Section 2: Dues can be paid anytime throughout the year and the membership is valid for that calendar year.

Article IV: Board of Directors

Section 1: The Board of Directors shall be comprised of the Executive Committee, Past-President, and Chairpersons.

Section 2: If the majority of the Board of Directors decides that a board member needs replaced, the president (or vice president if it is the president in question) shall ask that member to step down.

Section 3: Income/expense reports from the treasurer and minutes are required monthly.

Article V: Executive Committee

Section 1: The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer

Section 2: Members must have been a member of CAVA for at least one calendar year to be eligible to run for president.

Section 3: Each Executive Committee member shall serve a two-year term, beginning after the November elections. Terms are staggered, with President and Secretary elected on even years and Vice President, and Treasurer elected on odd years.

Article VI: Executive Committee Selection

Section 1: The Executive Committee will be selected by elections held in November at the annual membership meeting. The President shall oversee the elections unless he/she is running for office and then the Vice President would oversee.

Section 3: Voting will occur by secret ballot unless there is only one candidate per office, in which case a show of hands will be sufficient. Voting can also occur via electronic means, as long as it is recorded in the minutes by the secretary.

Section 4: In the event an Executive Committee position become vacant, elections will be held at a regular meeting one month after announcing the opportunity to the membership.

Article VII: Past-President and Chairpersons

Section 1: The Past-President and Chairpersons serve on the Board of Directors alongside the Executive Committee.

- a. The Past-President serves ex-officio for one year. The Past-President may vote in the event of a tie.

Section 2: Chairpersons may be appointed by the Executive Committee to lead specific areas as needed.

- a. Chairpersons have full voting rights.
- b. Chairperson position descriptions will clearly outline the scope of the position and define a term no longer than one year. These position descriptions will be kept in the CAVA Policy and Procedures manual (or board handbook).

Article VIII: Meetings

Section 1: Meetings of the board shall be held monthly. Meeting of the membership shall be held annually (member activities will be held monthly).

Section 2: Quorum is defined simply as all members present. All decisions shall be made by a simple majority of those present and voting.

Section 3: Meetings shall use Robert's Rules of Order as a guideline.

Article IX: Finances

Section 1: Members shall pay dues; the amount is set by the board and evaluated every other year. Dues are collected by the Treasurer and recorded by the Vice President.

Section 2: Accounting procedure

- a. Treasurer to collect and deposit all funds and record transactions.
- b. Treasurer to write checks authorized by the board and record transactions.
- c. Treasurer to provide monthly financial report and annual summary at year's end to be reviewed by the board.
- d. Treasurer to present annual budget to be reviewed by the board.
- e. Treasurer to file annual tax return before April 15.

Article X: Constitutional Amendments

Section 1: This constitution may be amended by a vote of 75% of members present at the annual meeting. Amendments can be suggested to the board by any member (including board members) and the board will decide which amendments to present to the membership.

Section 2: This constitution shall be evaluated every three years. New amendments are not necessary every three years; only an evaluation of the document.

Article XI: Policy and Procedures

Section 1: CAVA shall adopt a Policy and Procedures manual (or board handbook) to supplement this document. The manual is to be evaluated every two years.

Constitution Revision History:

Adopted in 1992; Revised in January 2012; Revised in November 2014; Revised in November 2019