



Cincinnati
Association of
Volunteer
Administrators

Cincinnati Association of Volunteer Administrators Bylaws

*Adopted October 14, 1992
Revised November 2007*

Article I: Name & Mission Statement

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

CAVA's mission is to engage, educate and enrich the communities in which we live, work and play by supporting professional Leaders of Volunteer Engagement and the volunteers within their organizations.

Article II: Purpose

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
 - a. Professional Development Workshops (Programs) & Skill Builders (Member Meetings)
 - b. MVP Certificate Program, Volunteer Management 101
- d. Promote the exchange of ideas (problems, successes, and issues) in working with and engaging volunteers.
- e. Work collaboratively with the United Way of Greater Cincinnati.

Article III: Membership/Dues/Voting Privilege

Section I: Membership

A member is any person who has paid his/her dues. Members are entitled to communication (mail and/or email) from the executive committee concerning CAVA events, access to the CAVA membership directory (posted on the website), discounts to events sponsored by CAVA, and other special member benefits.

Section II: Dues

The Executive Committee, subject to the approval of the membership, shall determine dues. Currently, dues are \$50 per year, membership term January through December. Members joining June-October pay \$25. Members joining in November or December pay \$50, and the fee applies to the following calendar year.

Section III: Voting Privileges

Only members shall be entitled to voting privileges

Article IV: Meetings

Section I: Regular Meetings

Formal programs shall be held bi-monthly on the second Wednesday of the even numbered months. Membership Meetings shall be held on the first Thursday of the odd numbered months.

Section II: Special Meetings

Special meetings shall be called at the discretion of the Chairperson. This may include planning meetings and/or special events sponsored by CAVA.

Section III: Quorum

A quorum shall be all members present. All decisions shall be made by a simple majority of those present and voting.

Section IV: Executive Committee

Meetings shall be held on a monthly basis.

Article V: Executive Committee

Section I: Number and Titles

There shall be at least eight members. CAVA Chairperson/President, Professional Development Chair, Secretary, Treasurer, Membership Development Chair, Public Relations Chair, Certification Program Chair, a United Way of Greater Cincinnati Representative (not elected), and the Immediate Past Chairperson (if applicable).

Section II: Election/Terms/Vacancies

Each member shall be committed to a term on the Executive Committee for two (2) years. Terms shall be staggered with half of the Executive Committee elected each year. President, Treasurer, and the Professional Development Workshops Chair will be elected to two-year terms beginning in odd years. Certification Program Chair, Membership Development Chair, Secretary, and Public Relations Chair will be elected to two-year terms beginning in even years. The Chair and Membership Chair recruit officers from the membership. The Executive Committee shall approve nominees prior to election by the membership.

If an Executive Committee member resigns before the end of their term, a new member will be elected by the Executive Committee to fulfill the rest of the term and then be up for general election when the term finishes.

Section III: Attendance

Executive Committee members are expected to attend and all regular Membership Meetings and Executive Committee meetings of CAVA, unless he/she notifies the Chair in advance of the meeting.

Section IV: Duties of Officers

The descriptions provided below are meant as an overview. Please see specific position descriptions for more details. (Available from executive committee members.)

Subsection A: Chair

1. Shall be responsible for the functioning of CAVA
2. Shall preside over all formal meetings
3. Shall serve as spokesperson for CAVA
4. Shall call any special meetings.
5. Shall serve as Immediate Past Chair for a year following the two year term

Subsection B: Professional Development Chair

1. Shall arrange for speakers and /or programs for the regular meetings of CAVA. Responsibilities include contact and general communication with speakers approved by the Executive Committee
2. Prepare a listing of annual programs for publication.
3. Prepare flyers for bi-monthly program for mailing
4. Responsible for holiday program.

Subsection C: Membership Development Chair

1. Maintain current membership list.
2. Shall be responsible for any special meeting needs including nametags, programs and member ship forms.
3. Shall greet participants and maintain a list for future membership and follow-up
4. Shall annually notify members of membership renewals.
5. Provide mailing labels and membership lists as needed.
6. Shall schedule and preside over bi-monthly Skill Builders (formerly membership meetings) to discuss issues of interest to the members.

Subsection D: Secretary

1. Shall keep minutes of the Executive Committee meetings
2. Shall direct any special communications to members and /or the Executive Committee.
3. Shall be responsible for any correspondence on behalf of CAVA
4. Shall maintain current copy of the bylaws

Subsection E: Treasurer

1. Shall be responsible for the collection, deposit, expenditures and accounting of all monies of the CAVA
2. Shall report via newsletter to the CAVA membership on the receipt and disbursements of CVA monies.
3. Shall advise the Executive Committee of all financial matters.

Subsection F: Immediate Past Chair

1. Shall serve in an advisory capacity for one year following completed term.

Subsection G: United Way of Greater Cincinnati (UWGC) Representative

1. Shall schedule meeting rooms for CAVA meetings as necessary.
2. Shall act as a liaison between UWGC and CAVA.
3. Shall provide resources through UWGC for CAVA programs

4. Shall assist in promoting CAVA to agencies via newsletters, speaking engagements, etc.

Subsection H: Public Relations

1. Shall promote CAVA activities via the media
2. Shall enhance professionalism on the career of volunteer administration through publicity releases to the media
3. Shall develop print materials for the CAVA.
4. Shall maintain a public relations file.

Subsection I: Certification Chair

1. Shall oversee the MVP Series and Volunteer Management 101 (MVP/101)
2. Shall be liaison between MVP coordinator and Executive Committee.
3. Provide administrative support to MVP Coordinator, i.e., develop and maintain electronic version of class materials, name tags, etc.
4. Coordinate MVP Series graduation with MVP Coordinator and Professional Development Chair.

Article VI: Election and Recruitment

The election of officers shall be announced prior to the Holiday Party. During the month of November, outgoing and incoming members of the Executive Committee shall meet to discuss the directions of CAVA and meeting topics for the coming year. Voting for the new slate of officers will take place at the Holiday Party in December.

Article VII: Special Committees

The Executive Committee shall establish such standing, special, and ad hoc committees, as it deems necessary and shall establish the functions of these committees. The committees shall operate under the general supervision of the Executive Committee.

Article VIII: Amendments/Revisions

These bylaws may be changed or amended by a vote of the members present at a regular or special meeting of membership.

Contact Information

CAVA
PO Box 6007
Cincinnati, OH 45206
www.CincyCAVA.org

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