

BOUNDARY COMMUNITY HOSPITAL
AUXILIARY

CONSTITUTION AND
BY-LAWS

(July 1995)

Amended July 2025

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CONSTITUTION AND BY-LAWS
BOUNDARY COMMUNITY HOSPITAL AUXILIARY

ARTICLE I - NAME

The name of this organization shall be the Boundary Community Hospital Auxiliary, or commonly known as “The Hospital Auxiliary”.

ARTICLE II - PURPOSE

The purpose of this organization is to render service to the Boundary Community Hospital, its patients and community, and to assist in promoting community health.

ARTICLE III - MEMBERSHIP

Membership in the Auxiliary is open to any person of good moral character who desires to become actively interested in the hospital and is willing to conform to the By-Laws and policies of the Auxiliary.

Section 1. There shall be the following types of members:

- a) Active members shall be those who regularly participate in active service programs of the Auxiliary.
- b) Associate members shall be interested in the purpose of the Auxiliary but not participate as active members.
- c) Honorary members may be chosen in recognition of outstanding service to the Auxiliary, the hospital or the community.

ARTICLE IV - DUES AND CONTRIBUTIONS

Section 1. Annual dues shall be determined by the Executive Board. All dues shall be payable at the September meeting.

Section 2. Lapsed members may rejoin by paying current dues.

Section 3. All dues or contributions paid or made to the Auxiliary become the property of the Auxiliary and the members or contributors shall have no further claim or rights thereto.

ARTICLE V – OFFICERS

The Executive Board shall consist of the elected officers of the Hospital Auxiliary and the Immediate Past President. The hospital Chief Executive Officer or his/her representative shall be an ex-officio member.

Section 1. The officers of the Auxiliary shall be a President, Vice President, Secretary and Treasurer elected by a majority vote of the active members present at the Annual Meeting.

Section 2. Officers of the Auxiliary shall be elected to a term of one year.

Section 3. The Immediate Past President shall automatically be a member of the Executive Board for one year with voting privileges.

Section 4. The election of officers shall be held at the Annual Meeting. The regular term of office shall begin following the adjournment by the retiring Auxiliary President who at this time becomes the Immediate Past President.

ARTICLE VI - VOTING RIGHTS AND PROCEDURES

Section 1. All active members in good standing shall have the right to vote.

Section 2. A majority vote of members present determines outcomes.

Section 3. There shall be a vote for the election of officers at the meeting held at the designated Annual Meeting each year.

- a) The nominating committee Chairperson shall present the names placed in nomination to the membership at the Annual Meeting.
- b) Nominations for officers shall be accepted from the floor by the President.
- c) When there is more than one candidate for office, a written ballot shall be cast and there shall be a secret vote. The President shall appoint two tellers to serve with the Secretary to tally the vote.

ARTICLE VII - DUTIES OF THE OFFICERS

Section 1. The President shall:

- a) Appoint the Chairpersons of standing committees.
- b) Appoint the Chairpersons of such special committees as occasion may demand.
- c) Appoint the Chairpersons caused by vacancies.
- d) Be a member ex-officio of all standing and special committees.
- e) Be authorized to countersign checks.

- f) Be empowered, together with all other elected officers, to act for the Auxiliary in emergencies, with such actions to be reported at the next Executive Board meeting.
- g) Work closely with the hospital Chief Executive Officer.
- h) Sign all contracts or documents created by the Executive Board.

Section 2. The Vice President shall have the executive powers and perform the duties of the President in the absence, or disability, or resignation of the President.

Section 3. The Secretary shall:

- a) Keep records of all meetings of the Auxiliary.
- b) Shall be responsible for the Auxiliary's general correspondence.
- c) Furnish copies of minutes to President and hospital Chief Executive Officer.
- d) Keep a current and accurate list of the membership

Section 4. The Treasurer shall keep accurate records of all financial affairs of the Auxiliary. The Treasurer:

- a) Shall render a copy of the current financial report at meetings; copies shall be provided to the President, the Secretary, and the hospital Chief Executive Officer.
- b) Shall provide an audited report at the end of the year.
- c) All monies of any kind shall be recorded in the Treasurer's books.
- d) All expenditures, other than routine operating costs, shall be approved by the members with a motion.
- e) Shall have authorization to countersign checks.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of:

- a) President
- b) Vice President
- c) Secretary

- d) Treasurer
- e) Immediate Past President (Term is one year immediately following presidency).
- f) Hospital Chief Executive Officer or his representative (Ex-officio member).

ARTICLE IX – MEETINGS

The Executive Board may set an Annual Meeting with proper notice to the membership at which time the membership may elect Officers. Officer Terms of Office will be twelve (12) calendar months following their election. If a special Annual Meeting is not set, the terms of office will coincide with the Fiscal Year established in Article XIII.

Section 1. Regular meetings of the Hospital Auxiliary shall be held at such time and place as the President and/or the Executive Board may determine.

Section 2. Special meetings of the Executive Board may be held at any time and place determined by the President.

Section 3. A simple majority of the voting membership present shall constitute a quorum at any meeting of the Auxiliary.

Section 4. All members will be notified in advance of meetings.

Section 5. The Annual Meeting of the Hospital Auxiliary shall be held in May each year. At such time, the Auxiliary membership shall hold elections of officers, whose terms of office require election. The Annual Meeting shall be in the place and at the time specified in the notice of said meeting.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1. Standing committee Chairpersons of the Auxiliary shall be appointed by the President, for a term of one year and may be reappointed for additional years to the same committee.

Section 2. Each standing committee Chairperson, in conference with the President, shall appoint a co-Chairperson to the committee chaired, except as otherwise directed by these By-Laws. The Chairperson of each standing committee shall:

- a) Be responsible for making regular reports to the members.
- b) Submit a verbal report to the general membership that is recorded in the monthly minutes.
- c) File a copy of this report with the Secretary.

Section 3. With the approval of the Executive Board the President may appoint special committees necessary to carry out the purposes of the organization. Special committees shall be automatically dissolved when they have discharged their function.

ARTICLE XI - DUTIES OF STANDING COMMITTEES

Section 1. The Program, Publicity and Public Relations Committee shall consist of the Vice President as Chairperson, and two members from the general membership. The committee shall:

- a) Provide a program for membership meetings.
- b) Share updates with local media.
- c) Maintain a scrapbook recording the history of the Auxiliary.

Section 2. The Nominating Committee.

- a) Shall consist of three active members as follows:
 - i. Chairperson shall be selected by the President.
 - ii. Two active at-large members that volunteer to serve on the committee.
- b) The regular April meeting prior to the May meeting, this committee shall present the name of at least one active member of the Auxiliary for each elective office.
- c) Names nominated shall be presented at the Annual Meeting to the membership by the Nominating Committee Chairperson.
- d) Additional members may be placed in nomination from the floor, providing they are active members in good standing and have given their consent to their names being placed in nomination.
- e) Members of the Nominating Committee may be candidates for office.
- f) The Nominating Committee shall recommend for Executive Board approval any officers to fill unexpired terms.

Section 4. The By-Laws Committee shall be composed of the Chairperson, appointed by the President and two members appointed by the Chairperson from the general membership.

- a) Shall review these By-Laws for accuracy.

ARTICLE XII - FUNDS

Section 1. All fund raising activities, other than regular membership dues shall be subject to the approval of the Executive Board of the Auxiliary and concurrence by the hospital Chief Executive Officer.

Section 2. The proceeds from all fund raising, including membership dues, shall be expended only for the purposes approved by the Executive Board of the Auxiliary and the hospital Chief Executive Officer.

Section 3. All checks drawn against organization funds shall be signed by the President or Treasurer. All bank accounts of the Auxiliary shall be established by resolution of the Executive Board of the Auxiliary.

ARTICLE XIII - FISCAL YEAR

The fiscal year of the Auxiliary shall commence January 1st and shall end on December 31st.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the *Robert's Rules of Order*, Newly Revised, shall be the authority upon all questions not covered in these By-Laws.

ARTICLE XV - BY-LAWS REVISION/AMENDMENTS

These By-Laws shall be repealed or amended as follows:

- a) The Auxiliary By-Laws committee Chairperson shall submit the revised By-Laws or amendments to the hospital Chief Executive Officer for approval.
- b) Upon the hospital Chief Executive Officer's approval, the Auxiliary By-Laws committee Chairperson shall submit the revised By-Laws or amendments to the Auxiliary Executive Board for approval.
- c) Upon the Auxiliary board's approval, the Auxiliary By-Laws committee Chairperson shall present the revised By-Laws or amendments to the Auxiliary membership.
 - i. A notice of the meeting and a copy of the revised By-Laws or amendments shall be posted publicly two (2) weeks in advance of the general meeting.
 - ii. An affirmative vote of a simple majority of the active members present at the meeting is needed to approve the revised By-Laws or amendments.
 - iii. The revised By-Laws or amendments shall become effective immediately after approval by the Auxiliary membership.

DATED this _____ day of July, 2025.

APPROVED BY:

BOUNDARY COMMUNITY HOSPITAL

April Bennett, CEO

ADOPTED BY:

BOUNDARY COMMUNITY
HOSPITAL AUXILIARY

President

APPROVED BY:

BOARD OF TRUSTEES

, Chairman