

BY-LAWS OF THE AUXILIARY OF THE BOULDER CITY HOSPITAL, INC.

ARTICLE I: NAME AND PURPOSE

- Section 1: The name of this organization is THE BOULDER CITY HOSPITAL AUXILIARY, INC.
- Section 2: The purpose of the Auxiliary is to promote the welfare of the Boulder City Hospital, Inc. & the well-being of the Boulder City community, through ways approved by the hospital governing board and the administration of the hospital, including participation in community events that will provide said Auxiliary with a favorable community relationship.

ARTICLE II: MEMBERSHIP

- Section 1: Membership in the Auxiliary is open to anyone over 18 years of age who is interested in the welfare of the Boulder City Hospital.
- Section 2: Members fall in the following categories:
- a. Active members who pay annual dues and who participate in existing programs of the Auxiliary. Active members may vote and are eligible for office.
 - b. Inactive members pay the same dues, but without active participation, may not vote or hold office.
 - c. Charter members are those members who were active members prior to the closing of the Charter in 1956, and whose names are inscribed on the Charter.
 - d. Honorary members are long standing members who provided outstanding service as active members prior to extenuating circumstances and are voted honorary status by the Executive Auxiliary Board.
- Section 3: Annual dues will cover the period from January 1 to December 31 of each year. New members joining after September are paying for the following year and the months remaining in the current year are included.
- Section 4: As required by the hospital, all active auxiliary volunteers having any physical contact with hospital patients and/or residents shall have:
- a. A complimentary tuberculosis (TB) skin test which will be administered by the hospital, and repeated every 12 months.

- b. Training in HIPPA (Health Insurance Portability and Accountability Act).

ARTICLE III: UNIFORMS, BADGE HOLDERS and SERVICE PINS

- Section 1: The uniform is a blue smock, white slacks, white socks/hosiery, and closed toe shoes. The smock, with an auxiliary patch sewn on upper left front, a membership pin, an I.D. badge and badge holder will be issued to new members without charge. The membership pin and I.D. badge are the member's to keep but the smock with patch, and badge holder is returned when the member is no longer active.
- Section 2: Members earn pins for the following hours of service: in 100 hour increments through 1000, then in 500 hour increments. As a new service pin is earned, the old pin is returned to the Records Chairperson.
- Section 3: Pins are worn on the I.D. badge. Pins include membership, hour, President or Past President only.

ARTICLE IV: FUNDS

- Section 1: The Auxiliary may receive, acquire, hold, manage and administer funds and property to promote the welfare and general purpose of the Boulder City Hospital, Inc.
- Section 2: All fund-raising activities other than the collecting of annual dues will be subject to the approval of the Boulder City Hospital, Inc. Board of Trustees and shall not be undertaken until such approval has been secured.
- Section 3: The Auxiliary shall maintain bank and other investment accounts as necessary.

ARTICLE V: OFFICERS

- Section 1: The elected officers of this Auxiliary are: President, Vice President, Secretary and Treasurer.
- Section 2: The officers are elected and installed at the December annual meeting, and serve as Chairpersons of the Executive Board. They shall hold office for one year or until their successors are elected or appointed. Officers are not eligible to serve more than two consecutive elected terms in the same office. The Treasurer's term

shall be three years, with the approval of the Executive Board. To be eligible for President the nominee must have been an active member of this Auxiliary for at least a year.

- Section 3: The President shall preside at all meetings of the Auxiliary except for prearranged absences approved by the executive board, at which time, the Vice President will perform all duties and exercise all powers of the President in her/his absence. She/he serves as chairperson of the Executive Board. She/he is an ex-officio member of all committees except the Nominating Committee. She/he appoints chairpersons of all committees (except the Nominating Committee) and appoints a member at large, subject to the approval of the elected officers. She/he will give a report on the activities of the Auxiliary annually to the Board of Trustees of the hospital and to the membership at its annual meeting. The President shall meet with new applicants regarding the Auxiliary and their interest prior to their acceptance into membership.
- Section 4: The Vice President will perform all duties and exercise all powers of the President in her/his absence. She/he will also serve as Publicity Chairperson, plan the program for the annual/general meetings and assist with the development of newsletters and the Auxiliary website. She/he will perform any additional duties delegated to her/him by the President.
- Section 5: The Secretary will keep an accurate record of the proceedings of the annual, general, and Executive Board meetings of the Auxiliary. Minutes of official meetings shall become permanent records and filed at the beginning of each year. The Secretary has charge of notifying members of the time and place of meetings in whatever manner is appropriate. She/he is responsible for all correspondence including greeting cards and assembling mailings for the annual/general meetings.
- Section 6: The Treasurer is the fiscal officer of the Auxiliary. She/he is responsible for administration of all funds and earnings of the Auxiliary. She/he will pay bills which have been approved by the President and the Chairperson of the committee incurring the bill. She/he will render an annual report to the Auxiliary membership. The finance books of the Auxiliary will be audited annually. The President and/or Treasurer have the authority to sign checks. All other financial transactions require signatures of both President and Treasurer.
- Section 7: The expired term of any elected officer that becomes vacant, with the exception of the President, shall be filled by the Executive Board after considering the recommendations of the Nominating Committee.

ARTICLE VI: COMMITTEES AND REPRESENTATIVES

- Section 1: There shall be the following Standing Committees and Representatives: Gift Shoppe, Historian, Lend A Hand, Long Term Care, Membership, Orientation, Records, Scholarship and Special Projects. Gift Shoppe structure is as follows: Manager/Buyer, Assistant Buyer, Scheduler, Trainer, and Treasurer.
- Section 2: Any Committee Chairpersons appointed by the President are subject to the approval of the Executive Board. Chairpersons shall choose their committee members.
- Section 3: Chairpersons of all committees and representatives shall keep a record of their activities and report to the Executive Board at times designated by the President. Records shall be turned over to the incoming President for distribution to the new appointees or for filing when appropriate.

ARTICLE VII: DUTIES OF THE COMMITTEE CHAIRPERSONS AND REPRESENTATIVES

- Section 1: The Gift Shop Manager/Buyer is responsible for purchasing merchandise, inventory of stock, and the operation and supervision of the Auxiliary Gift Shoppe. She/he will be directly responsible to the President.
- Section 2: The Historian is responsible for maintaining a scrapbook containing pictures and articles pertaining to the Auxiliary.
- Section 3: The Lend A Hand Representative shall attend all Lend A Hand meetings and report back to the Executive Board on their activities.
- Section 4: The Long Term Care Representative will serve as liaison between Long Term Care and the Auxiliary and shall recruit volunteers to assist in related activities.
- Section 5: The Membership Chairperson is responsible for conducting an active recruitment program for members and will provide a current membership list, including emergency contact information for volunteers.
- Section 6: The Orientation Chairperson is responsible for meeting with new auxiliary members to provide information as to the work of the Auxiliary, and to discuss suitable areas for which they may volunteer. She/he will also maintain the handbook for orientation.

- Section 7: Publicity shall be part of the responsibilities of the Vice President. She/he will also prepare or obtain articles concerning the various activities of the Auxiliary to promote interest in volunteering.
- Section 8: The Records Chairperson is responsible for organizing and keeping records pertaining to volunteer hours. She/he will order uniforms, insignia and award pins as needed and report hours earned at Executive Board, general and annual meetings. She/he will also report to the hospital the number of volunteers monthly for the purpose of insurance reporting.
- Section 9: The Scholarship Chairperson will publicize the Auxiliary's scholarships, including requirements for eligibility and dates by which they must be submitted, review applications received, and recommend selections or rejections to the Executive Board. She/he shall keep a log of all scholarships granted, including amounts and disbursement dates.
- Section 10: The Special Projects Chairperson obtains volunteers to assist with special projects as directed by hospital staff and/or the Auxiliary President.

ARTICLE VIII: MEETINGS

- Section 1: The Auxiliary Executive Board shall meet the 2nd Wednesday of January – June, September – December unless otherwise approved by the Executive Board.
- Section 2: An annual meeting with the election and installation of officers will be held in December.
- Section 3: There will be at least one meeting of the general membership in addition to the annual December meeting, held in April or May.
- Section 4: Special meetings will be held on the call of the President or a simple majority of the Executive Board.
- Section 5: Those present, shall constitute a quorum of the auxiliary, for the transaction of business at any regular or special meeting; assuming that all members have been notified in a suitable manner.

ARTICLE IX: NOMINATING COMMITTEE

- Section 1: There shall be two members from the Executive Board selected each September to the Nominating Committee of five members. The remaining three members are recruited from the Auxiliary membership at large. The committee shall select its own chairperson.
- Section 2: The Nominating Committee shall prepare a slate of nominees for offices to be presented to the Executive Board at the November meeting. Prior consent must be obtained from all nominees.
- Section 3: Nominations of officers may be made from the floor at the annual meeting by any member of the Auxiliary, with the approval of the nominee. The slate from the nominating committee, in conjunction with any nominations from the floor shall be voted on by the general membership. The elected officers shall then be installed.
- Section 4: The current Nominating Committee will function throughout the year to present candidates to the Executive Board, in the event of vacancies occurring.

ARTICLE X: EXECUTIVE BOARD

The function of the Executive Board is the planning and implementation of programs and services.

- Section 1: The Executive Board consists of the elected officers, the committee chairpersons, and the immediate Past President who acts as adviser, at-large member, and a representative of the hospital who shall attend Auxiliary meetings and provide a link between the Auxiliary and the Hospital.
- Section 2: The Executive Board, at regularly scheduled meetings, supervises the business of the Auxiliary. Special meetings of the Board may be called by the President or at the written request of at least five members of the voting membership. Within one week of receiving the request, the meeting shall be held.
- Section 3: A quorum of the Executive Board consists of a simple majority of the membership of the Board.
- Section 4: Auxiliary members of the Executive Board are expected to regularly attend all meetings. If an officer, committee member or representative is unable to attend, a written report is requested and may be read by an attending member.

ARTICLE XI: RECORDS RETENTION

Records to be retained permanently are the by-laws, procedure manuals [Gift Shoppe and Orientation] and the minutes. Income tax returns and financial records are to be retained for seven years. Membership records are to be retained for three years.

ARTICLE XII: PARLIAMENTARIAN AUTHORITY

The affairs of this Auxiliary will be conducted in accordance with parliamentary law as set forth in Robert's Rules of Order Revised, except as otherwise provided in these by-laws.

ARTICLE XIII: AMENDMENT AND REVISION

- Section 1: These by-laws may be amended or revised by the affirmative vote of two-thirds of the voting members present at an Executive Board meeting and then at a regular/or special meeting of the Auxiliary general membership, provided that written notice of the proposed changes has been sent to all members at least one week prior to the voting. The general membership will have 10 days to respond with their vote by email or U.S. mail.
- Section 2: After approval by the general membership, the by-laws must be presented to the Boulder City Hospital, Inc. Board of Trustees for final approval.
- Section 3: Auxiliary by-laws must be reviewed every three to four years and any and all changes approved by the Boulder City Hospital, Inc. Board of Trustees.