

**KEMPTVILLE DISTRICT HOSPITAL
AUXILIARY
CONSTITUTION AND BY-LAWS**

- Clause 1. The name of the Corporation shall be the Kemptonville District Hospital Auxiliary.
- Clause 2. The objective of the Auxiliary shall be to:
- (A) Assist the hospital staff in ways that promote the well being and care of patients.
 - (B) Provide funds to purchase hospital equipment related to patient care
 - (C) Provide funds to support the Pastoral Care function of the hospital
 - (D) Help create a favorable hospital-mindedness in the community
 - (E) Support the Teen and Adult Volunteer programs in the hospital and give monetary assistance to their functions
 - (F) Administer money donated to the Memorial Tribute Fund in the same manner, and for the same purposes as all other Auxiliary funds.
- Clause 3. Membership fees of \$2.00 per year will be collected at the September meeting, but fees may be paid at other times during the year if not paid in September. Voting privileges shall be limited to members who are in good standing 60 days prior to the Annual General Meeting in June. Membership fees incurred by the President or replacement Officer as a result of he/she sitting on the Hospital Board's shall be reimbursed by the Auxiliary.
- Clause 4. Quorum at the Annual General Meeting and at regular meetings of the Auxiliary shall be nine (9) members in good standing. All decisions shall be decided by simple majority vote of members present at the meeting.
- Clause 5. Directors of the Auxiliary
- (A) There must be a minimum of 3 Directors.
Directors are:
 - i. Director and Manager of the Memorial Tribute Fund
 - ii. Director of Special Events
 - iii. Director of Communications and Newsletter Editor
 - iv. Director of Archives
 - v. Director and Manager of Gift Shop
 - vi. Director of Acton's Corners Unit
 - vii. Director of In-Hospital Volunteers
 - viii. Director of Pastoral Services Liaison

- (B) The Directors are elected annually at the general meeting by the members of the Auxiliary. Directors in office at the time are retired and may seek re-election for another year.

Clause 6. Officers of the Auxiliary

- (A) The officers of the Auxiliary shall be:
 - i. Immediate Past President
 - ii. President
 - iii. First Vice-President
 - iv. Second Vice-President
 - v. Corresponding and Recording Secretary
 - vi. Treasurer
- (B) Officers hold office for a term of two years

Clause 7. Duties of Officers

- (A) Immediate Past President — shall guide and support, and turn over any pertinent Auxiliary records to the incoming president.
- (B) President — shall preside at all monthly meeting of the Auxiliary, preserve order, regulate debate according to Robert’s Rules of Order and be an ex-officio member of all standing and special committees.

The President shall represent the Auxiliary as a member of the Kemptonville District Hospital Board of Directors and the Kemptonville District Hospital Foundation Board of Directors unless she/he is precluded from these offices as a hospital staff member. The President shall prepare the Annual Auxiliary report and present it at the Annual Meeting of the Kemptonville District Hospital Corporation.

- (C) First Vice-President — in the absence of the President, shall carry on the duties of the President, and shall be the Chairperson of the standing committee on Fundraising.
- (D) Second Vice-President — shall assist the First Vice-President and shall carry on the duties of the First Vice-President in her/his absence, or when the Vice-President has been obligated to carry out the duties of the President.
- (E) Corresponding and Recording Secretary — shall attend all regularly scheduled meetings of the Auxiliary, shall prepare the meeting agenda, shall record the minutes of procedure in a minute book and shall present same at the following regular meeting. If unable to attend a meeting, the minute book shall be given to the President so that the meeting may proceed. She/he shall have charge of all the records of the Auxiliary and shall prepare correspondence pertaining to the Auxiliary.

(F) Treasurer- shall receive all fees and take charge of all money belonging to the Auxiliary General Account, and deposit same in a chartered bank. Accounts must be paid by cheque, after being validated at a regular meeting of the Auxiliary, and be signed jointly by two of the authorized signatories on the account. The Treasurer shall submit a detailed statement at the regular meeting of the Auxiliary and prepare and submit an annual financial report, in accordance with recognized financial accounting practices. All other accounts of the Auxiliary must be signed by two of three signatories.

Clause 8. Executive Committee – shall be composed of the above mentioned officers, the Auxiliary representative on the Hospital Board (if the Auxiliary President is precluded from this office) and the Chairpersons of each standing committee.

Clause 9. Elections

- (A) Officers shall be elected for a term of two (2) years, at every second annual meeting of the Auxiliary.
- (B) The same person shall not be eligible for the office of President for consecutive terms.
- (C) The Auxiliary may select and elect such standing or other committees as may be decided upon from time to time.

Clause 10. Meetings

- (A) The Annual Meeting of the Auxiliary shall be held annually in June.
- (B) The regular monthly meeting shall be held on the third Monday of each month at 7 P.M. No regular meetings will be held during the months of July and August.
- (C) The President may call special meetings of the Executive Committee or of the Auxiliary as required.

Clause 11. The books of the Auxiliary require a review of engagement at the end of the year's business, as of March 31st or are to be audited as deemed necessary. The members must appoint an auditor at each annual meeting to hold office until the next annual meeting.

Clause 12. When an officer of the Auxiliary retires from office, all property of the Auxiliary such as books, papers, documents and money pertaining to said office must be handed over to the successor.

Clause 13. Delegates will be appointed at the regular June meeting of the Auxiliary, to attend the Annual Convention of Hospital Auxiliaries (HAAO). No member may incur expenses without the sanction of the Executive Committee.

Clause 14. This Constitution may only be amended or changed by a general vote of the Membership at an Annual General Meeting of the Auxiliary.

A simple majority vote is required.

Approved at the Annual Auxiliary Meeting of June 23, 2008