



THE AUXILIARY TO SAANICH PENINSULA HOSPITAL

CONSTITUTION AND BYLAWS

Reviewed, revised and updated 2026

Registered: June 21, 1974 No. 1097

THE AUXILIARY TO SAANICH PENINSULA HOSPITAL CONSTITUTION AND BYLAWS
APPROVED June 9, 2026



The Auxiliary to Saanich Peninsula Hospital Constitution and Bylaws

THE AUXILIARY TO SAANICH PENINSULA HOSPITAL CONSTITUTION

ARTICLE I Name

The name of the Society shall be "The Auxiliary to Saanich Peninsula Hospital".

ARTICLE II Purpose

1. To add to the comfort and welfare of patients or residents in Saanich Peninsula Hospital.
2. To provide bursaries annually to those continuing their education in the medical field.
3. To raise funds to cover points 1 and 2 above.
4. To foster a good relationship between the hospital and the general public.
5. To assist Island Health and staff if requested, specifically regarding the Saanich Peninsula Hospital.



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BYLAWS

ARTICLE I Membership

1. There shall be Active, Retired and Honorary Members.
 - a. Active Members attend general meetings, vote, hold office, and actively participate in the work of the Auxiliary on a regular basis.
 - b. Retired Members in Good Standing are non-voting members who have been Active for five (5) or more years. They may request the privilege to become Retired Members in writing and will be accepted as such by the Executive. Retired members in good standing receive no privileges, but are welcome to rejoin as an active member if they wish to do so.
 - c. Honorary Members are non-voting members who have been active for 20 years in a significant capacity and are no longer involved in regular Auxiliary activities. Honorary members do not pay dues, will receive regular newsletters electronically as long as they provide valid email addresses, and may attend Auxiliary General Membership meetings and social functions. Honorary membership is approved by the Executive.
2. Application for membership in the Auxiliary shall be made to the Membership Convenor.
3. Voting members of the Auxiliary accept the following responsibilities:
 - a. To pay annual dues.
 - b. To elect Officers of the Auxiliary.
 - c. To provide voluntary service without compensation, except for approved expenses incurred on behalf of the Auxiliary.
 - d. At no time shall a member solicit business from other members of the Auxiliary for personal gain.
 - e. Membership lists are for Auxiliary use only and shall not be shared outside of the membership.



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4. The membership of any Member may be terminated by the Executive Committee for any of the following reasons:
 - a. Receipt of member's written resignation.
 - b. Failure to pay dues.
 - c. Failure to conform to the Bylaws of the Auxiliary.
 - d. Failure to assist in the work of the Auxiliary on a regular basis.
 - e. Accepting a permanent or temporary position on Saanich Peninsula Hospital staff.
 - f. Soliciting business for personal gain from other Auxiliary members.
 - g. Failure to adhere to Hospital and Auxiliary policies.

ARTICLE II Dues

1. Annual dues of Active Members shall be determined at a Member Meeting of the Auxiliary, provided that notice of motion has been given at least thirty days prior to the date of the meeting.
2. A member shall be in good standing when the current dues are paid by our fiscal year end, December 31st. Only members in good standing shall have the right to vote, hold office, and be delegates at Conventions and Conferences.

ARTICLE III Meetings

1. The Annual General Meeting of the Society shall be held in March. Published, posted and verbal notices, as deemed sufficient by the Executive, shall be given to the members at least thirty (30) days prior to the date of the meeting.
2. Member meetings shall be held on the second Tuesday of the month. If desired, a recess may be taken in July and August. The Executive shall have the power to vary the day of the meeting in special cases.
3. The President, or ten percent (10%) of the active members, shall have the power to call a special meeting at any time, provided two (2) weeks notice is given and the purpose stated.
4. A quorum for any general or special meeting of the Auxiliary shall consist of twenty-five percent (25%) of the total active membership.
5. Executive Meetings shall be at the call of the President.
6. Five (5) members of the Executive Committee including no less than three (3) elected members shall constitute a quorum for any Executive Meeting.



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ARTICLE IV Officers and Duties

1. The officers of the Auxiliary shall be:
 - a. **President** – who shall:
 - i. Preside at all general, executive and special meetings.
 - ii. Be an ex-officio member of all committees (with the exception of the Nominating Committee) with a committee vote.
 - iii. Supervise all activities of the Auxiliary and ensure that proper membership records are maintained and dues collected in accordance with the Society Act.
 - iv. Have custody of the Record of Resolutions.
 - v. Present an Annual Report to the Membership.
 - b. **1st Vice President** – who shall:
 - i. Assist the President and assume and perform all duties in the absence of the President.
 - ii. Present an Annual Report.
 - c. **Secretary** – who shall:
 - i. Keep accurate minutes of meetings and activities of the Auxiliary and its Executive.
 - ii. Sign all copies of minutes.
 - iii. Conduct the correspondence as directed.
 - iv. Manage all electronic communications accounts for the Auxiliary in conjunction with the president.
 - v. Keep copies of Auxiliary domain account user names and passwords.
 - vi. Change passwords to Auxiliary email accounts when there is a change in people within the roles.
 - vii. Keep duplicate copies of resolutions and any other matters of importance for inclusion in the Record of Resolutions.
 - viii. Present an Annual Report
 - d. **Treasurer** – who shall:
 - i. Maintain all official financial records of the Auxiliary in accordance with applicable regulations.
 - ii. Submit financial reports to the membership on a monthly basis which includes income and the source and disbursements.
 - iii. Manage accounts at a chartered bank or credit union. All disbursements must be signed by the Treasurer and one other of the President or Vice President.



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- iv. Submit an Annual Year End Financial report that has been prepared by a certified accountant at the Annual General Meeting.
 - v. Submit required financial reports and licence applications to regulatory bodies.
- e. **Past President** - The President may appoint the immediate Past President to the executive as a non-voting advisory member and appoint them to special committees and other activities.
- 2. The term of office for all elected officers shall be 2 years, between Annual General Meetings. No officer shall hold the same office for more than two (2) consecutive terms, except when special motions are made allowing extension of term of office.
- 3. The Executive shall consist of the immediate Past President (when appointed), and all elected officers and appointed Convenors of Standing Committees.
- 4. The Executive shall have the ability to deal with Auxiliary business as may require attention between Member and Special meetings.
 - a. All expenses over five hundred (\$500.00) shall be preapproved by the membership (prior to payment).
 - b. Expenses under \$500 can be approved by a quorum of the executive and will be reported to the membership through the monthly financial reports.
 - c. All recurring approved expenses are exempt.
- 5. Each officer will maintain current records of procedures, important contact information and important dates related to their position. Upon termination of office, all records pertaining to that office are to be turned over to the incoming officer within two (2) weeks, including electronic versions in a file format that is accessible through non proprietary software, or contained in Auxiliary email accounts.
- 6. A member of the Executive may be removed from office by special resolution and a replacement be elected.

ARTICLE V Elections

- 1. Required elections are to be held each year at the Annual General Meeting of the Auxiliary.
- 2. Only Active Members in good standing may be eligible to stand for an elected office in the Auxiliary.
- 3. Nominations may be made from the floor and a ballot shall be taken for any office for which more than one (1) member is nominated.



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4. Any vacancy in office occurring at or between Annual General Meetings shall be filled by an appointment of a member in good standing by the President and Executive.
5. Voting members shall be entitled to one (1) vote.
6. The ability to vote by proxy will be permitted for the Annual General Meeting and all Special Meetings. Eligible members will be provided with the option to assign either an active member in good standing as their proxy or an officer approved by the Executive.

ARTICLE VI Standing Committees and Duties

1. There shall be the following Standing Committees, the convenors of which shall be appointed by the President within thirty (30) days after the Annual General Meeting. Each Convenor is to present an annual report to the membership at the AGM with a copy given to the Secretary.
 - a. **Parliamentarian** – The president shall appoint a Parliamentarian for meetings, the Parliamentarian will be a resource person to the President to assist in the conduct of the meeting. They may be asked to sit on a Special Committee to review the Bylaws as necessary.
 - b. **Gift Shop Convenor** shall:
 - i. Manage the Gift Shop within the guidelines of the Gift Shop regulations, including the management of all financial records in accordance with the CRA, the Registered Charities Act, and other applicable regulations.
 - c. **Fundraising Convenor** shall, with committee:
 - i. Organize money raising events as approved by membership.
 - d. **Public Relations Convenor** shall:
 - i. Promote the purpose and activities of The Auxiliary to the community.
 - ii. Manage and maintain records for The Auxiliary website and social media accounts, including a list of all accounts on platforms, authorized persons with access to change account information, and user names and passwords used to manage these accounts.
 - e. **Membership Convenor** shall:
 - i. Manage the onboarding of new members according to the current procedures.
 - ii. Maintain membership records: contact information, years of service, participation in activities and current status.



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- f. **Crafty Crew Convenor** shall:
 - i. Manage the activities and products of the Crafty Crew Team with the goal to produce finished goods for sale at Auxiliary fundraising events and in the Gift Shop. This includes: organizing regular meetings, curating donations, supplying materials for products, and overseeing the quality of products produced by the team.
2. The president will appoint Convenors of standing committees for a period of two (2) years or at the discretion of the executive. Each Convenor may choose a Co-Convenor.
3. The President shall appoint a convenor for the Nominating Committee each year. The said convenor, with two (2) committee members, shall present nominees for all vacant elected positions. If no nominee is available for a vacant elected position, the remaining executive will determine the course of action to take and present their recommendations for proceeding to the General Membership as a special resolution. Nominees must give verbal or written consent.
4. Special Committees may be set up by the Executive as the need arises.
5. Each committee convenor shall be empowered to appoint other members to their committee.
6. Each convenor will maintain current records of procedures, important contact information and important dates related to their position. Upon termination of office, all records and official documents pertaining to that office are to be turned over to the incoming convenor within two (2) weeks, including electronic versions in a file format that is accessible through non proprietary software, or contained in Auxiliary email accounts.

ARTICLE VII Financial

1. The fiscal year of the Auxiliary shall be from 1st January to 31st December.
2. Fund Raising – Major plans for appeals to the general public for funds for any purpose must:
 - a. have the approval of Auxiliary to Saanich Peninsula Hospital
 - b. have obtained all necessary permits and licences.
3. Spending of Funds – All financial needs must have the approval of the Auxiliary to Saanich Peninsula Hospital.
4. A qualified accountant shall be proposed and approved at the Annual General Meeting and account books of the Auxiliary shall be analyzed and prepared on a compilation basis at the close of the fiscal year.
5. Remuneration – the Auxiliary shall have the power to hire and pay employees for the performance of work which falls within the scope of the Constitution and Bylaws. No member shall receive remuneration for performing work for the Auxiliary, or performing work in the Hospital.



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6. Borrowing Powers – No money shall be borrowed in the name of the Auxiliary or on its behalf.

ARTICLE VIII - Social Media and Electronic Communication

1. The executive members will be supplied with Auxiliary email accounts, which they will use to conduct the business of the Auxiliary.
2. All accounts used for social media and to conduct the business must be approved by the Executive.

ARTICLE IX Amendments to Bylaws

Amendments to the Bylaws of the Auxiliary shall be made by special Resolution of the members and must be approved by a seventy-five percent (75%) majority of voting members present at a member meeting, notice of meeting having been given at the previous meeting.

ARTICLE X - Official Records

1. Official records of the Auxiliary to Saanich Peninsula Hospital are:
 - a. **Record of Resolutions** - The President shall have custody of the Record of Resolution which shall contain a copy of the Constitution and Bylaws of the Society, a record of special resolutions and other pertinent matters in accordance of the Constitution and bylaws, together with date of same, amendments to Bylaws with dates of passing, rescinding of same and a current copy of the Society Act.
 - b. **Minutes** of Executive, General Membership, Annual Ad Hoc Committee meetings Annual General Meetings.
 - c. **All financial records**, including Gift Shop activities, in accordance with Revenue Canada and Registered Charities Regulations.
 - d. **List of persons in elected positions** of the Executive and appointed Convenors.
 - e. **User names and passwords** used for all electronic accounts used to conduct Auxiliary business.
 - f. **Correspondence** used to carry out the business of the Auxiliary in approved electronic communication accounts.
 - g. **Current Membership Lists**
2. All Official Records must be managed and stored in accordance with all applicable laws and regulations in a secured, safe location known and accessible to the executive. Duplicate copies can be made and held in alternative safe and secure locations known to the Executive to reduce the risk of loss and damage.



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ARTICLE XI Parliamentary Procedure

Robert's Rules of Order (current edition) shall govern the Society in all cases to which they are applicable and are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

ARTICLE XII Policies of Operation

The initiative in planning the Auxiliary program will rest with the members themselves, but no policy may conflict with any policy of the Saanich Peninsula Hospital.

ARTICLE XIII Locality

The operations of the Auxiliary are to be carried primarily at Saanich Peninsula Hospital, Saanichton, B. C.