



**THE AUXILIARY TO  
SAANICH PENINSULA HOSPITAL  
CONSTITUTION AND BYLAWS**

**Reviewed, revised and updated 2021**

**Registered: June 21, 1974  
No. 10976**

# **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 a maximum of two 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.

# **THE AUXILIARY TO SAANICH PENINSULA HOSPITAL**

## **BYLAWS**

### **ARTICLE I Membership**

1. There shall be Active, Retired and Honourary Members.
  - a) Active Members attend general meetings, vote, hold office and actively participate in the work of the Auxiliary.
  - b) Retired Members are non-voting members who have been Active for five (5) or more years. They may request the privilege to become Retired Members and accepted as such by the Executive.
  - c) Honourary Members are non-voting members who have been active for 20 years in a significant capacity.
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
  - 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  - e) Membership lists are for Auxiliary use only and not for publication.
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

- e) accepting a permanent or temporary position on Saanich Peninsula Hospital staff
- f) soliciting business for personal gain from other Auxiliary members.

## **ARTICLE II Dues**

1. Annual dues of Active Members shall be determined at a General Meeting of the Auxiliary, provided however, 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 year end, December 31<sup>st</sup>. 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 February, 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. General 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, but never less than twenty-five (25) members.
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.

## **ARTICLE IV Officers and Duties**

1. The officers of the Auxiliary shall be the immediate Past President and:
  - a) President – who shall preside at all general, executive and special meetings, be an ex-officio member of all committees (with the exception of the Nominating Committee) with a committee vote, supervise all activities of the Auxiliary and ensure that proper membership records are maintained and dues collected in Accordance with the Society Act. The President shall have custody of the Code Book (record of resolutions) and present an Annual Report to the Membership.
  - b) 1<sup>st</sup> Vice President – who shall assist the President. Assume and perform all duties in the absence of the President. Present an Annual Report
  - c) 2<sup>nd</sup> Vice President – who shall assist the President and 1<sup>st</sup> Vice President. Assume and perform their duties in their absence. Be in charge of organizing social gatherings. Present an Annual Report.
  - d) Secretary – who shall
    - i) keep accurate minutes of meetings and activities of the Auxiliary and its Executive, sign all copies of minutes and shall conduct the correspondence as directed, keeping a copy of all out-going letters and filing all incoming mail.
    - ii) keep duplicate copies of resolutions and any other matters of importance for inclusion in the Code Book.
    - iii) present an Annual Report

- e) Treasurer – who shall
- i. receive all Auxiliary income and make out a receipt in each case.
  - ii. be prepared to submit a financial statement at all executive and general meetings. Deposit all income in a chartered bank or credit union selected by the Executive. All disbursements shall be signed by the Treasurer and the President or 1<sup>st</sup> Vice President.
  - iii. submit a duplicate copy of all donations to the Saanich Peninsula Hospital Auxiliary President for inclusion in the Code Book.
  - iv. include in the assets of the Society all moveable equipment of the Gift Shop
  - v. keep an account of all receipts and disbursements and submit an annual report that has been prepared by an accountant.
2. Term of office for all elected officers shall be from Annual General Meeting to Annual General Meeting. No officer shall hold the same office for more than two (2) consecutive years, except when special motions are made allowing extension of term of office.
  3. The Executive shall consist of the immediate Past President, 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 general and special meetings. All expenses shall be preapproved by the membership (prior to payment). All recurring expenses are exempt.
  5. Upon termination of office, records pertaining to that office are to be turned over to the incoming officer within two (2) weeks.
  6. A Member of the Executive may be removed from office by special resolution and a replacement be elected.

## **ARTICLE V Elections**

1. An election is 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.
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. Voting by proxy is not permitted.

## **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 – at meetings, the Parliamentarian will be a resource person to the President to assist in the conduct of the meeting. May be asked to sit on a Special Committee to review the Bylaws as necessary.
  - b. Gift Shop Convenor shall manage the Gift Shop within the guidelines of the Gift Shop regulations.

- c. Ways and Means – shall, with committee, organize money raising events as approved by membership.
  - d. Public Relations – shall stimulate and guide community interest and understanding of voluntary Auxiliary work, and obtain the President’s approval of all material for publication.
  - e) Membership Convenor
    - i. report attendance and welcome any new visitors
    - ii. informs convenors of “interests” noted on the new member’s application
    - iii. update computer membership list(s)
    - iv. prepare eligibility list for “Service Pins” for the June Meeting.
    - v. process parking permit applications
2. Appointments of Convenors of standing committees is for a period of two (2) years or at the discretion of the executive. Each Convenor should choose a Co-Convenor.
  3. The Past President will be the Convenor of the Nomination Committee. The said convenor, with two (2) committee members, shall nominate a slate of officers. 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.

## **ARTICLE VII Financial**

1. The fiscal year of the Auxiliary shall be from 1<sup>st</sup> January to 31<sup>st</sup> 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 licenses.
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.
  6. Borrowing Powers – No money shall be borrowed in the name of the Auxiliary or on its behalf.

### **ARTICLE VIII 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 general meeting, notice of meeting having been given at the previous meeting.

### **ARTICLE IX Code Book (record of resolutions)**

The President shall have custody of the Code Book which shall contain a copy of the Constitution and Bylaws of the Society, copies of special resolutions and other pertinent matters, together with date of same, amendments to Bylaws with dates of passing, rescinding of same and a current copy of the Society Act.

## **ARTICLE X 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 XI 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. **This provision was previously unalterable.**

## **ARTICLE XII Locality**

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