

YORK GENERAL

HEALTH CARE SERVICES
AUXILIARY

By-Laws
for
York General Health Care Services Auxiliary

March 2009

*These by-laws were approved by the York General Health Care Services
Auxiliary Executive Board March 10, 2009.*

York General Health Care Services Auxiliary
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becomes a member of the Auxiliary Executive Board. The manager is appointed by the Auxiliary Executive Board. Terms of the office will correspond with the York General Health Care Services Auxiliary fiscal year.

SECTION 3. All monies will go through the Auxiliary Treasurer who will maintain records for the gift services.

ARTICLE VIII. ELECTION OF OFFICERS

SECTION 1. At the April meeting of the Auxiliary the President shall call for a report of the Nominating Committee. After the report of the nominating Committee the President shall call for nominations from the floor. Nominations are to be closed by motion. If only one name has been presented for each office, the President shall entertain a motion that the nominees be elected unanimously. If two or more name are presented for an office, the election shall be by ballot.

ARTICLE IX. FUNDS

SECTION 1. All fund-raising activities other than regular Auxiliary membership dues shall be subject to the approval of the Executive Board.

SECTION 2. All funds derived from dues, donations, and Auxiliary projects shall be expended only by vote of the Executive Board of the Auxiliary.

SECTION 3. The Treasurer shall be authorized by the Executive Board to pay dues to the organizations of which the Auxiliary is a member.

ARTICLE X. AMENDMENTS

SECTION 1. These Bylaws may be amended after a written notice has been given at any regular or special meeting of the Executive Board. Such notice shall be laid on the table until the next regular or special meeting. The amendment shall require a two-thirds majority of those present and voting.

SECTION 2. These Bylaws shall be effective immediately.

SECTION 2. Membership: The Membership Committee shall solicit members throughout the year, sponsor an intensive well-publicized annual drive for members, and stress the value of membership as an aid to York General Health Care Services support.

SECTION 3. Volunteer Services: The Volunteer Services Committee shall consist of its appointed chairperson who shall report at all regular Board meetings on volunteer issues. The Volunteer Services Committee will carry out all volunteer requests and needs for ongoing events and/or services by Auxiliary members. The Volunteer Services Chairperson may chair any of these services if she so chooses.

SECTION 4. Auxiliary Gift Services: The Auxiliary Gift Services Chairperson shall maintain a gift service at resident and/or patient areas. The chairperson is responsible for operating the gift services and shall stock with merchandise and staff with volunteers as needed.

SECTION 5. Historian: The Historian shall arrange and preserve the mementoes and public records of the Auxiliary.

SECTION 6. Card Marathon: The Card Marathon Committee will manage the yearly Auxiliary marathon and shall report to the Executive Board as necessary.

SECTION 7. Special Committees: Special Committees, such as the Nominating Committee, may be created as needed by the President with approval of the Executive Board.

SECTION 8. Chairperson of committees shall report their activities at, each annual meeting of the Auxiliary, and at the Executive Board meeting or at such other times as the President may designate.

ARTICLE VII. Auxiliary Gift Services

SECTION 1. The Auxiliary Gift Services is operated under the direction of the York General Health Care Services Auxiliary.

SECTION 2. Management: The Auxiliary Gift Services is under the Management of the Gift Services Chairperson, who

YORK GENERAL HEALTH CARE SERVICES AUXILIARY

BY - LAWS

ARTICLE I. NAME AND PURPOSE

SECTION 1. The name of this organization shall be York General Heath Care Services Auxiliary.

SECTION 2. The purpose of this organization shall be to promote and to advance the welfare of the York General Health Care Services through ways approved by the York General Health Care Services Auxiliary Executive Board and the York General Health Care Services Board of Directors. This purpose shall be accomplished by the interpretation of the Hospital and The Hearthstone services to the community through a good public relations program, by services to York General Health Care Services patients and residents, and through fundraising in a manner satisfactory to the York General Health Care Services Board of Directors.

ARTICLE II. MEMBERSHIP

SECTION 1. Membership in the Auxiliary shall be open to all persons interested in the work of the York General Health Care Services.

SECTION 2. Membership dues shall be as set by the Executive Board of the Auxiliary and evaluated by the Executive Board each fiscal year.

SECTION 3. Any member in good standing shall have the right to participate in meetings and to hold office in the Auxiliary.

SECTION 4. Life Membership: At each annual meeting one or more Auxiliary members may be awarded a Life Membership. Selection for Life Membership is made by a committee composed of the Auxiliary President, Volunteer Services Chairperson, and a past Life Member(s) if so desired. This award is base on longstanding, dedicated service to the Auxiliary.

ARTICLE III. EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the elected officers; the following appointed chairpersons: Membership, Volunteer Services, Auxiliary Gift Services, and Historian. The board shall also include the following ex-officio non-voting members: York General Health Care Services Board of Directors Representative, York General Hearthstone Representative and a representative from the York General Hospital Nursing Staff and/or other York General Hospital Representative.

ARTICLE IV. MEETINGS

SECTION 1. The annual meeting shall be held in April of each year for election and installation of officers, annual reports of officers and standing committees, and for such other business as may properly come before the meeting. Fifteen members shall constitute a quorum.

SECTION 2. The President or a majority of the Executive Board may call a special meeting for transaction of business or may postpone any meeting for just cause.

SECTION 3. Regular meetings of the Executive Board shall be held at York General Hearthstone at 11:45 on the second Tuesday of each month or as called or cancelled by the President. Seven (7) of the Executive Board shall constitute a quorum.

SECTION 4. The fiscal year of the Auxiliary shall commence on April 1st and shall end on March 31st.

SECTION 5. Robert's Rules of Order revised shall govern the order and conduct of all meetings.

ARTICLE V. OFFICERS - POWERS AND DUTIES

SECTION 1. The officers of the Auxiliary shall be: President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Past President. Officers shall be elected at the annual meeting for a term of two (2) years. Officers shall not be eligible for more than two (2) consecutive terms.

SECTION 2. President: The President shall be the chief executive officer of the Auxiliary. She shall preside at all annual meetings and Executive Board meetings of the Auxiliary. She shall appoint all standing committees and chair the Nominating Committee.

SECTION 3. First Vice-President: The First Vice-President shall perform all duties and exercise all powers of President in her absence and may serve as a committee chairman if the President so desires.

SECTION 4. Second Vice-President: The second Vice-President shall be chairman of the Star of Lights Project.

SECTION 5. Secretary: The Secretary shall keep an accurate record of all proceedings of annual meetings of the Auxiliary and of all Executive Board meetings. She shall give notice of all meetings of the Auxiliary and the Executive Board and shall take care of any correspondence pertaining to the Auxiliary.

SECTION 6. Treasurer: The Treasurer shall be responsible of the receipt and expenditure of all funds. Except for routine business, the Treasurer shall expend no funds without authority from the Auxiliary as granted at an annual meeting or at an Executive Board meeting. The Treasurer shall keep a proper record showing detail of all receipts and expenditures and at the end of the fiscal year shall present an audited report made by an Auditing Committee or person appointed by the Executive Board. The Treasurer shall also be responsible for memorial(s). It shall be a requirement that the Treasurer be bonded.

SECTION 7. Past President: The Past President shall serve as an advisor to the Executive Board.

ARTICLE VI. COMMITTEES

SECTION 1. There shall be such standing committees as are necessary for conduct of the business and the program of the Auxiliary. Each committee shall be chaired by an appointed chairperson. All members and chairperson (s) of committees shall be Auxiliary members in good standing.