

PRESBYTERIAN ESPAÑOLA HOSPITAL AUXILIARY
CONSTITUTION AND BYLAWS

ARTICLE I

Name

Section 1. The name of this organization shall be the Presbyterian Española Hospital Auxiliary herein referred to as PEHA, organized under Presbyterian Española Hospital. Presbyterian Española Hospital shall be referred to as PEH in this document.

ARTICLE II

Purpose

Section 1. The purpose of this organization shall be to render service to the PEH and its patients and to assist the PEH in promoting the health and welfare of the community in accordance with objectives established by the institution.

Section 2. The Presbyterian Española Hospital Auxiliary will raise funds for hospital needs and for scholarships in health-related fields.

ARTICLE III

Membership

Section 1. Membership in the Auxiliary shall be open to all adults, with a minimum age of 18 years, who are interested in the Presbyterian Española Hospital and are willing to uphold the purpose of the Auxiliary.

Active members serve a minimum of 100 hours annually. Active membership continues as long as the member pays her/his dues yearly and attends annual training(s)/orientation and agrees to an annual evaluation. The annual dues shall be payable no later than December 1st of each year.

Associate membership is for those individuals who want to support the auxiliary but are not active and will continue for as long as the yearly dues are paid by December 1st.

Lifetime membership may be granted, with recommendation from the Director of Volunteer Services and approval of the Board, to any person retired from auxiliary with the following criteria:

1. 5,000 hours of outstanding service, and
2. 20 years of membership

Honorary membership may be given to a non-member of the auxiliary for exceptional service or multiple gifts to the Auxiliary Board.

Section 2. Revocation of Membership. An auxilian may have her/his membership revoked for any of the following reasons:

- a. Valid and documented negative reports from hospital staff or other auxilians,
- b. Documented breach of patient or hospital confidentiality,
- c. Voicing negative reports that adversely affect PEH staff, policies or programs (such reports should be directed to the PEHA executive board),
- d. Valid and documented complaint/s) from patrons of the hospital,
- e. Inability to perform the task(s) or conform to rules and regulations as set forth
- f. By the auxiliary, and
- g. Failure to complete annual mandatory in-service training(s) and an annual Evaluation.

Section 3. Method for Dismissal

- a. First incident, the auxilian will be counseled by the Director of Volunteer Services. Detailed and dated documentation will be kept on file.
- b. Second incident; the Director of Volunteer Services will request that the auxilian leave the organization. A record of dismissal, with detailed and dated documentation, will be kept on file.

Section 4. Immediate Dismissal/The Director of Volunteer Services may act to dismiss the volunteer immediately if the gravity of such an incident would indicate that the best interests of PEHA and PEH would be best served by immediate dismissal.

Examples include but are not limited to:

1. Refusal to be tested for drugs or alcohol,
2. Theft,
3. Flagrant disregard for PEHA and PEH safety procedures,
4. Insubordination,
5. Harassment,
6. Poor judgement resulting in danger to PEH patrons, staff or other volunteers, and
7. Severe breach of patient confidentiality.

Section 5. In cases of lengthy absences of two or more months, when the auxilian returns and the original shift is not vacant; the auxilian will be assigned to another available shift.

ARTICLE IV

Meetings

Section 1. A general meeting of the membership shall be held in October of each year for the purpose of presenting a slate of candidates for officers. Nominations from the floor will be accepted at this time. The election of new officers will then take place. Proposed changes to the Bylaws will be approved at this meeting.

Section 2. A general meeting will be held in January of each year for the purpose of installing the newly elected officers, provide reports of the previous year's activities and finances and take action on any pertinent business.

Section 3, The Annual Awards General Meeting will be held in April or during National Volunteer Week.

Section 4, The time and place of meetings may be designated by the President and the PEHA Board of Directors.

Section 5. Ten Percent (10%) of the active members shall constitute a quorum for any general meeting. A simple majority of the PEHA Board shall constitute a quorum for any board meeting,

Section 6. Robert's Rules of Order Newly Revised (11th edition) shall govern all meetings of [the Auxiliary.

Section 7. An Executive Auxiliary Board Meeting may be called to address interim needs.

ARTICLE V

Officers

Section 1. The elected officers of the auxiliary, also known as the Executive Board, shall be the President, President-Elect, Recording Secretary, Auxiliary Treasurer, Director of the Gift Shop and Director of Volunteer Services.

Section 2. Election of officers shall be held each year at the October general meeting by official written ballot or by acclamation. The ballots will be counted by the President-Elect, the chairperson of the Constitution/Bylaws and the Auxiliary Treasurer. The ballots and the official tally sheet will be made a part of the meeting minutes.

Section 3. The term of office shall be for one year. The President may succeed himself/herself if needed. The other officers may succeed themselves.

Section 4. Succession of Officers: If the President shall be unable to perform the duties of the office, the President-Elect shall succeed to the office of the President for the remainder of the year. The board shall fill all other vacancies except the office of President-Elect for the unexpired term. The new President-Elect will be approved by the PEHA Board and then must be elected by a vote of the auxiliary membership at the next General Meeting.

Section 5. Declaration of Vacancy: The Executive Board shall declare a vacancy in any office or committee for failure to perform duties.

Section 6. Resignations: Resignation of the elected officers and appointed Soard Members shall be submitted to the President in written form. The Board shall fill any vacancies except the office of President and President-Elect.

Section 7. Removal of Officers: An officer who has been removed from office is no longer eligible to run for any elected position. However, after a considerable period of time, he/she may be considered to be eligible for a position of responsibility.

ARTICLE VI

Duties and Powers of Officers

Section 1. The President shall call and preside at meetings, shall be an ex-officio member of all committees except the Nominating Committee, and shall have general supervision over all activities of the Auxiliary. She/he may serve as a voting member of the Board of Directors of the PEH. She/he shall present a detailed report at the Annual Meeting which the Recording Secretary shall keep on file.

Section 2. The President-Elect, In the absence of the President, shall assume the duties of the President, and in the event of a vacancy in the office of the President, will perform the duties of the President for the unexpired term. The office of the President-Elect is for the purpose of training for the office of President. The President-Elect will assist the President as needed, will serve on the Nominating Committee and the Finance Committee as one of the members, and will be responsible for the publication and distribution of the yearbook.

Section 3. The Recording Secretary will keep minutes and attendance at all meetings, shall have custody of all minutes and reports, and shall perform such other duties as pertains to the office. The Recording Secretary will provide a copy of the attendance list to the Director of Volunteer Services.

Section 4. The Corresponding Secretary shall send out such correspondence as the President shall direct. Sympathy correspondence should be sent to the immediate family only.

Section 5. The Auxiliary Treasurer will be responsible for the receipt and expenditure of all funds, except those involving operation of the Gift Shop. The Auxiliary Treasurer will notify all members of the time for payment of dues. Except for minor expenses, (\$100 or less), no funds will be disbursed without authority of the PEHA Board. The Auxiliary Treasurer will maintain a checking account and keep records of all receipts and expenditures, will present a report at the monthly Board Meeting, will present a detailed report at the January Annual Meeting, and will submit the financial records for an annual audit. All checks drawn against auxiliary funds will have a proper invoice and will be signed by the Auxiliary Treasurer. In the event of a vacancy in that office or absence of the Auxiliary Treasurer, checks will be signed by the President.

Section 6. The Director of Volunteer Services recruits, coordinates activities, and records and reports the hours served by the adult volunteers.

Section 7. The Director of the Gift Shop organizes, coordinates, trains, supervises all personnel in the Gift Shop, and establishes procedures essential to the operation of the Gift Shop.

Section 8. The service area managers, currently at the Coffee Spot, HealthPlex, Information Desk, Fundraising, Radiology, and Youth Volunteers (if said program exists) will train, coordinate, organize and supervise all auxiliaries necessary for the operation of each respective service area.

Section 9. Each Manager may appoint an assistant to aid them in their duties. The Manager will advise the President and the PEHA Board of this action.

Section 10. Officers should periodically review and update their own job descriptions. Managers should write job descriptions for their service areas, submit copies to the Director of Volunteer Services and *have* the job descriptions reviewed by the Executive Officers for approval.

ARTICLE VII

Committees

Section 1. The President shall appoint the following standing committees, and each chairperson shall be a member of the Board of Directors:

- Artery Committee
- Communications Committee
- Constitution/Bylaws Committee
- District I Committee (every four years)
- Finance Committee
- Historian Committee
- Hollyberry Fair Tickets/Prizes Committee
- Hollyberry Fair Organizing Committee

Hospitality Committee
Nominating Committee
Publicity Committee
Scholarship Committee
Set Up/Break Down Committee
Volunteer Hour Tabulator Committee Chair

The chairperson of each committee shall be appointed by the incoming President by the January Annual Meeting.

Section 2. The President, at her/his discretion may appoint other committees and their chairpersons. They shall serve on the Board of Directors for one term of office, unless reappointed.

Section 3. The chairperson of each committee and special projects shall report to the President and the Board.

ARTICLE VIII

Board of Directors

Section 1. There shall be a Board of Directors to conduct the business of the organization. This includes authorization of expenses. establishment of policies and procedures, approval of job descriptions, establishment of new service areas, making plans for activities which carry out of the purposes of the auxiliary.

Section 1. The PEHA Board of Directors shall be composed of all elected officers, managers of the service areas, Gift Shop Treasurer, chairpersons of standing committees and other committee chairpersons as the President shall designate.

Section 2. The Board of Directors shall meet at least eight times each year.

ARTICLE IX

Service Areas

Section 1. The following current auxiliary service areas include:`` Coffee Spot, Gift Shop, HeathPlex, Information Desk, Fundraising, and Radiology. Additional service areas may be established by the recommendation of the President and the Director of Volunteer Services and with subsequent approval by the PEHA Board of Directors.

ARTICLE X

Funds

Section 1. The fiscal year shall be January 1 through December 31.

Section 2. All annual reports, both state and local, will be prepared to cover activity from January 1 through December 31.

Section 3. In case of the dissolution of the PEHA, the corporate property and all funds shall become the property of the PEH, to be used for the benefit of the hospital.

ARTICLE XI

Channels of Communication

Section 1. The Channel of Communication shall go through the President of the Auxiliary, to the Director of Volunteers Services, to the Board of Directors, to the Membership and to the PEH Administrator.

Section 2. Coordination of auxiliary activities will be through the President of the Auxiliary and Director of Volunteer Services and, when necessary, to the PEH Administrator.

Section 3. PEHA shall in no way interfere with the administration of the PEH.

ARTICLE XII

Amendments

Section 1. The Constitution and Bylaws may be amended at the October General Membership Meeting with a minimum of ten percent (10%) vote of the present, active membership. All active members shall be notified of the proposed changes at least two weeks in advance of the October General Meeting.

Section 2. Amendments to the Constitution and Bylaws shall not become effective until approved by the PEHA Board of Directors with approval of the PEH Administrator.

Section 3. Amendments to the Organizational Chart and the Auxiliary Handbook must be approved by the PEHA Board. Amendments take effect after being approved by the PEHA Board and the General Membership.

Elizabeth Sanchez
Director of Adult Volunteers, PEHA

Gregg Ferran
President, PEHA

Brenda Romero
Hospital Administrator, PEH

First Adopted - June 1965

Amended - September 1971
Amended - September 1972
Amended - September 1980
Amended - February 1988
Amended - February 1990
Amended - February 1991
Amended - September 1993
Amended - March 1994
Amended - June 1998
Amended - October 2000
Amended - October 2009
Amended - January 2012
Amended - October 2017
Amended - October 2018
Amended - October 2019