

**BYLAWS OF THE NANAIMO AUXILIARY TO THE
NANAIMO REGIONAL GENERAL HOSPITAL**

I. MEMBERSHIP

a) Classes of Membership

The membership of the Auxiliary shall be composed of Active, Life, Associate and Junior Volunteer members.

- i) An Active member will be deemed a member who pays dues and provides volunteer service hours in support of VIHA Nanaimo. An application for membership shall be submitted to the Treasurer accompanied by the annual fee.
- ii) A Life Membership may be bestowed on an individual for outstanding service.
- iii) An Associate member will be deemed a member who pays dues but does not provide volunteer support of VIHA Nanaimo. An Associate member will be a non-voting member.
- iv) NRGH JUNIOR VOLUNTEERS may apply to be non-voting members by submitting an application to the Treasurer with the annual Junior Volunteer fee.

b) Cessation of Membership

- i) Membership shall cease automatically for non-payment of dues by March 31 of any year.
- ii) Any Active member may resign by notifying the Auxiliary Board in writing.
- iii) The Auxiliary Board may terminate any membership, in writing, for actions detrimental to the organization

II. OFFICERS

The officers of the Auxiliary shall be:

Past President, President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Public Relations & Communications, Gift Shop Coordinator / Assistant Coordinator and Thrift Store Coordinator / Assistant Coordinator

a) Past President

The member who has most recently held office as President shall be Past President. The duties shall be to act on the Executive and assist the President in every way possible. The Past President is a non-voting member of the Executive.

b) The President

The President shall preside at all the meetings of the Auxiliary, shall see that the members of the Executive perform their respective duties, shall appoint all

committees not otherwise provided for, shall give the casting vote in the event of a tie, this being his/her only vote, shall be ex-officio member on the committees, and shall not make or second any motion.

c) Vice-Presidents, 1st and 2nd

In the absence of the President, the Vice-Presidents in their respective order shall perform the duties of the President and serve as a committee convenor.

d) Recording Secretary

The Recording Secretary shall keep a record of the proceedings of the Auxiliary Regular, Executive and Extraordinary Meetings, and have custody of the minute book and other records.

e) Corresponding Secretary

The Corresponding Secretary shall carry on the correspondence of the Auxiliary or the Executive and shall give due notice of the time and place of all meetings.

f) Treasurer

It shall be the duty of the Treasurer to attend all monthly meetings, to receive and take charge of all Auxiliary monies, to deposit all monies, so received, to the credit of the Auxiliary in a Chartered Bank, to pay by cheque all accounts for the Auxiliary, countersigned by the President or one other signing officer, to submit a report at each regular meeting, and to submit at the Auxiliary Annual General Meeting a statement in detail of receipts and expenditures for the past year, the same being first duly reviewed.

g) Public Relations & Communications

The Public Relations & Communications officer shall be responsible for all publicity and press releases for meetings, functions, etc.

h) Gift Shop Coordinator / Assistant Coordinator

The Gift Shop Coordinator / Assistant Coordinator manage the operation of the Gift Shop and report to the Executive and the General Membership about the Gift Shop activities. The office of the Gift Shop Coordinator / Assistant Coordinator carries only one vote.

i) Thrift Store Coordinator / Assistant Coordinator

The Thrift Store Coordinator / Assistant Coordinator manage the operation of the Thrift Store and report to the Executive and the General Membership about the Thrift Store activities. The office of the Thrift Store Coordinator / Assistant Coordinator carries only one vote.

III. TERM OF OFFICE

- a) The term of office for all members of the Executive shall be from annual general meeting to annual general meeting.
- b) No person shall be eligible to hold the same office for more than two successive terms, unless nominated and elected by the general membership at the Annual

General Meeting for an additional term. The Treasurer may serve two consecutive five-year terms.

- c) A director may be removed from office for non-performance of duties by a majority vote of the Executive.
- d) No Executive member shall receive any remuneration.

IV. COMMITTEES

Appointments to Committees shall be made by the President.

- a) Nominating Committee

The immediate Past President shall select and chair a nominating committee of three (3) members.

- b) Ad Hoc Committees

Ad Hoc Committees may be appointed by the President as deemed necessary to conduct the business of the Auxiliary.

V. ELECTIONS

- a) The President, 1st Vice-President, 2nd Vice-President, Recording Secretary and Corresponding Secretary, Treasurer, Public Relations & Communications, Gift Shop Coordinator / Assistant Coordinator and Thrift Store Coordinator / Assistant Coordinator shall be elected at the Annual General Meeting.
- b) The Auxiliary Executive shall appoint a representative to be a member of the Nanaimo and District Hospital Foundation. Note: The continued inclusion of this item for draft purposes is under discussion.
- c) In the event that there is but one nominee for office, that person shall be declared elected by acclamation.
- d) Only active members in good standing shall be eligible to hold office or have the right to vote.

VI. MEETINGS

- a) There shall be a minimum of two regular meetings held each year by the Nanaimo Auxiliary to the Nanaimo Regional General Hospital.
- b) Extraordinary meetings may be called at the discretion of the President. The business of the Auxiliary shall be carried out by the Executive between meetings.
- c) The Annual General Meeting of the Auxiliary shall be held at a time and place determined by the Auxiliary Executive.
- d) The date, the time and the place of each meeting are set by the Executive. The membership shall be duly notified by mail twice a year.
- e) Only members in good standing may vote at the General meetings.
- f) No proxy voting is allowed.

VII. QUORUM

Forty (40) members will constitute a quorum at the Annual General Meeting. Fifteen (15) members will constitute a quorum at a regular meeting. Five (5) members will constitute a quorum at an executive meeting.

VIII. BYLAWS

Any Bylaw may be altered, or a new Bylaw made by a 75% vote cast at any General Meeting of the Auxiliary, provided that the membership is sent written notice of motion containing the proposed addition or amendment 14-days prior to the meeting.

IX. FINANCE

a) Dues

A member shall be in good standing upon having paid the annual fee, such fee being due and payable before January 1st of each year.

b) Signing Authority

The signing officers of the Auxiliary shall be any two of the following: President, Treasurer, and 1st Vice President, and others as deemed appropriate by the Executive.

c) Audit

All books of accounts shall be reviewed annually by a certified accountant.

d) Borrowing Powers

The Auxiliary, acting through its Executive, may borrow money in such a manner as it may think fit for the purpose of carrying out the objectives of the organization. No Debenture will be issued unless authorized by a Special Resolution.

X. PARLIAMENTARY AUTHORITY

All proceedings and discussions shall be conducted in accordance with the current edition of H. M. Roberts Rules of Order and members taking part in any proceedings shall at all times address the Chair.

Revised and approved by the members of the Nanaimo Auxiliary to the Nanaimo Regional General Hospital, January 13, 2014

President
Lynda Avis

Secretary
Darlienne Howes