

**STANDING RULES & BYLAWS OF
DEACONESS HOSPITAL AUXILIARY
Evansville, Indiana**

Founded 1960

**DEACONESS HOSPITAL AUXILIARY
Evansville, Indiana**

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STANDING RULES

INTRODUCTION

Standing Rules shall implement, clarify, and be in harmony with the Bylaws, which hold precedence over Standing Rules.

MEMBERSHIP

- 1) An active member is required to work at least 50 hours per fiscal year.
- 2) All members performing a volunteer service must sign their Daily Sign-in Sheet.
- 3) While working on assignment, members shall be under the direction of the Manager of Volunteer Services.
- 4) Any personal injury received must be reported immediately to the Volunteer Services office.
- 5) All members must abide by the official uniform policy adopted by this Auxiliary.

SPECIAL EVENTS

- 1) Annual meeting
- 2) Christmas lunch
- 3) National Volunteer Week

BOARD OF DIRECTORS

The elected officers shall be credited with service of hours as follows:

President	1500 hours
All other officers	200 hours

GIFTS, CARDS, AND SCHOLARSHIP

- 1) Gifts and/or flowers shall be sent to:
 - a. Outgoing President: Not to exceed \$100.
 - b. Memorials: Twenty-five dollars will be donated the Foundation in memory of deceased active and lifetime members.

STANDING RULES COMMITTEE

- 1) Parliamentarian
- 2) President of Auxiliary
- 3) Vice President of Auxiliary
- 4) Manager of Volunteer Services

PUBLICATIONS

- 1) The newsletter shall be printed as authorized by the Editor.
- 2) The Manager of Volunteer Services will have the final approval of any publication printed.

- 3) The newsletter shall be printed by Deaconess Hospital's Audio Visual Department.

REPORTS

- 1) All officers and committee chairmen shall keep an up-to-date work book. The books must contain their specific duties, activities, and information pertinent to their offices including complete minutes of each meeting held by them. The books shall be passed on to their successors.
- 2) All books, papers, and records in the possession of outgoing officers and committees shall be given to incoming officers and committee members prior to or at the Joint Boards meeting.
- 3) All monthly reports given at the Board meeting shall be in written form and filed with the Secretary.
- 4) All activities completed outside the hospital shall be recorded and submitted to the Volunteer Services office. Each person shall be responsible for his/her own hours.

AMENDMENTS

These Standing Rules may be amended by a majority vote with previous notice, or by two-thirds vote without notice.

DEACONESS HOSPITAL AUXILIARY
Evansville, Indiana 47747

BYLAWS
ARTICLE I
Name

The name of this organization shall be Deaconess Hospital Auxiliary.

ARTICLE II
Purpose

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

ARTICLE III
Membership

Section 1. Qualifications and Privileges

Membership in the Auxiliary shall:

- a) be open to all individuals who are interested in Deaconess Hospital and willing to uphold the purpose of the Auxiliary,
- b) be granted to all members who are in good standing as long as they uphold the agreement stated in the Application for Membership (which includes Application, Health History, Confidentiality and Volunteer Checklist forms.)
- c) entitle those members in good standing to have the right to vote and to hold office in the Auxiliary.

Section 2. Memberships

Classification:

- a) ACTIVE MEMBERS who participate in service programs of the Auxiliary for a minimum of 50 hours annually.
- b) INACTIVE MEMBERS who are interested in the purpose of the Auxiliary but who do not participate actively in service programs.
- c) HONORARY MEMBERS who are recognized for outstanding service to the Auxiliary. An Honorary Member shall be a non-voting member.
- d) LIFE MEMBERS who make a single payment of not less than \$200 and who may choose to participate actively or inactively in the Auxiliary's service programs.

ARTICLE IV
Dues

Section 1. Dues

Membership dues shall be billed by the Volunteer Services office and payable to the Auxiliary before October 1.

Section 2. Active Members

Active members shall pay annual dues of \$10.

Section 3. Inactive Members

Inactive members shall pay annual dues of \$25.

Section 4. Life members

Life Members shall make a single payment of \$200.

Section 5. Delinquent Dues

Any dues owing on October 1 of each year shall be considered delinquent. Such non-payment of dues shall automatically suspend the membership. Reinstatement may be permitted under the guidance of the Manager of Volunteer Services, upon payment of dues for the current year.

Section 6. Reduced Membership Dues

New membership dues accepted April 1 through July 31 shall be reduced by one-half. New membership dues accepted during August and September shall be applied to the next fiscal year.

**ARTICLE V
Meetings of the Auxiliary**

Section 1. Annual Meeting

The Annual Meeting of the membership of the Auxiliary shall be announced by the Board for the purpose of electing the officers and the transaction of such other business as may be deemed necessary by the Auxiliary. Notice of the Annual Meeting, including the nominees for the election of officers, shall be mailed to all members in good standing 30 days in advance of said meeting. Time and place shall be determined by the President.

Section 2. Quorum

Twenty-five percent of the voting members shall constitute a quorum at any meeting of the Auxiliary.

**ARTICLE VI
Officers**

Section 1. Officers of the Auxiliary

The officers of the Auxiliary shall be a President, Vice President, Secretary, Treasurer, and Board Advisor.

Section 2. Election of Officers

Election of officers shall be held at the Annual Meeting.

Section 3. Nominating Committee

The Nominating Committee shall submit at least one nominee for each office to be filled.

Section 4. Nominations

Nominations may be made from the floor provided consent has been acquired from the candidate.

Section 5. Procedure for Elective Ballot

If there is but one nominee for each office to be filled, the Secretary may, by motion, be directed to cast the elective ballot for the Auxiliary.

Section 6. Terms of Officers

All officers shall be elected to serve a term of one year and may succeed themselves for one additional term in the same office. Any exception must be approved by a unanimous vote of the Executive Committee.

Section 7. Unexpired Term

The unexpired term of any elected officer shall be filled by the Executive Committee, under the guidance of the Manager of Volunteer Services.

ARTICLE VII Duties of Officers

Section 1. Duties of the President

The President shall:

- a) serve as chairman of the Auxiliary's Board of Directors,
- b) appoint, with the approval of the Executive Committee, under the guidance of the Manager of Volunteer Services, the chairmen, and members of all standing committees and of such special committees as deemed necessary,
- c) be an ex officio member of all standing committees except the Nominating Committee,
- d) perform all other duties incident to the office of the President,
- e) represent the Auxiliary on the Deaconess Hospital Foundation Board of Directors.

Section 2. Duties of the Vice President

The Vice President shall:

- a) perform such duties as may be delegated by the President,
- b) assume the powers and perform the duties of the President in the event of the absence, or resignation of the President.

Section 3. Duties of the Secretary

The Secretary shall:

- a) keep records of the proceedings of meetings of the Board of Directors, and the Executive Committee,
- b) conduct the correspondence of the Auxiliary.

Section 4. Duties of the Treasurer

The Treasurer shall:

- a) be responsible for keeping an accurate record of all financial affairs of the Auxiliary and making report at each board meeting and at the end of the fiscal year,
- b) keep all cancelled checks and financial records on file in the Volunteer Office,
- c) be responsible for the Auxiliary finances (except the gift shop), under the control and supervision of the Board of Directors and under the guidance of the Manager of Volunteer Services,
- d) receive and expend all monies or funds of the Auxiliary in accordance with the provisions of Article XIII, Sections 1 and 2.

Section 5. Board Advisor

Shall be the Immediate Past President.

ARTICLE VIII Board of Directors

Section 1. The Board of Directors

The Board of Directors of the Auxiliary shall consist of the officers of the Auxiliary, chairmen, members of standing and special committees.

Section 2. Ex Officio and Non-Voting Members of the Board shall be:

- a) the President of the hospital or representative
- b) the Manager of Volunteer Services
- c) the Director of Human Resources of Deaconess Hospital
- d) Parliamentarian

Section 3. Actions of the Board

All actions of the Auxiliary's Board of Directors are subject to the approval of the hospital administration and under the guidance of the Manager of Volunteer Services.

Section 4. Management of the Auxiliary

The Board of Directors shall:

- a) be empowered to manage and control the property and funds of the Auxiliary,
- b) administer the affairs of the Auxiliary on behalf of the Auxiliary membership in a manner consistent with these bylaws.

Section 5. Meetings of the Board of Directors

- a) REGULAR MEETINGS of the Board shall be held at such time and place as the Executive Committee and the Manager of Volunteer Services may determine.
- b) SPECIAL MEETINGS of the Board shall be held at any time and place as determined by the Executive Committee, with no less than 48 hours notice.
- c) REQUESTED MEETINGS shall be called when petitioned by at least five members of the Board.

Section 6. Quorum

A majority of the members shall constitute a quorum at any meeting of the Board. In the absence of a quorum, the meeting shall be adjourned.

ARTICLE IX Executive Committee

Section 1. Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Board Advisor, and the Manager of Volunteer Services.

Section 2. Duties

The Executive Committee shall:

- a) be empowered to act for the Board of Directors on all matters within its jurisdiction which the President determines cannot be held until the next meeting,
- b) be empowered to fill unexpired terms of officers occurring between annual meetings,
- c) authorize, create, and terminate all standing and special committees according to the needs of the Auxiliary.

Section 3. Meetings

Meetings of the Executive Committee shall be held at the request of the President and/or Manager of Volunteer Services.

Section 4. Quorum

A majority shall constitute a quorum.

ARTICLE X Nominating Committee

Section 1. The Nominating Committee

The Nominating Committee shall consist of three active Auxiliary members. The Manager of Volunteer Services shall be an ex officio member of this committee.

Section 2. The Duties of the Nominating Committee

- a) the Nominating Committee shall present a job description to each nominee,

- b) the Nominating Committee shall present to the members a proposed slate of officers at the Annual Meeting.

ARTICLE XI Standing Committees

Section 1. Standing Committee Qualifications

Standing Committees include all regular committees of the Auxiliary (except the Executive Committee).

Section 2. Descriptions of Standing Committees

The Standing Committees are:

- a) Bulletin Board – responsible for decorating the Volunteer Office bulletin boards each month.
- b) Christmas – responsible for putting up and removing hospital Christmas decorations.
- c) Fundraiser – responsible for planning and carrying out Auxiliary fundraisers.
- d) Historian – responsible for recording history of Auxiliary.
- e) Legislation – responsible for reporting legislative news to the Auxiliary Board of Directors.
- f) Lighter Side Library – responsible for setting policy, choosing materials, and operating library.
- g) Membership – responsible for recruiting and welcoming new members and honoring deceased members at the Auxiliary Annual Meeting.
- h) Newsletter – responsible for writing and editing Auxiliary newsletter.
- i) Nominating – responsible for nominating slate of officers for recommendation to the membership.
- j) Parliamentarian – responsible for teaching membership proper Parliamentary procedure.
- k) Photographer – responsible for photographing Auxiliary members and events.
- l) Special Events – responsible for distributing patient gifts and helping with hospital activities.
- m) Volunteer Hours – responsible for compiling and reporting volunteer and student hours worked.

Section 3. Chairmen of Standing Committees

The President shall appoint, with the approval of the Executive Committee, under the guidance of the Manager of Volunteer Services, the chairmen, and members of all standing committees.

Section 4. Duties of Standing Committee Chairmen

All Standing Committee chairmen shall submit an annual report at the Joint Board meeting.

ARTICLE XII Ad Hoc Committees

Section 1. Authorization of Ad Hoc Committees

Ad hoc committees may be authorized for specific tasks when need has been determined by the Executive Committee. At the time an ad hoc committee is established, the Executive Committee shall specify the purpose and responsibilities of the committee, the number of individuals who will serve as members, and the specific types of expertise these individuals should possess.

Section 2. Appointment of Chairman and Members

The President shall appoint, with the approval of the Executive Committee, under the guidance of the Manager of Volunteer Services, the chairman and members of any ad hoc committee at the time of its authorization by the Executive Committee. Membership on an ad hoc committee need not be restricted to Auxiliary members.

Section 3. Term of Office

The ad hoc chairman shall become a temporary member of the Board when deemed necessary. An ad hoc committee shall be terminated automatically when its assigned task is completed or at the direction of the Executive Committee.

ARTICLE XIII Finances

Section 1. Record of Finances

All monies and/or funds received or expended by the Auxiliary shall be duly entered in the Treasurer's books.

Section 2. Auxiliary Gifts to the Hospital

- a) Requests for funding will be presented first to the Executive Committee for approval and recommendation to the Board of Directors.
- b) Recommended projects will be presented to the Auxiliary Board of Directors for discussion and will be brought forward for a vote at the next regularly scheduled or special Board meeting in order to allow time for deliberation.
- c) Upon Auxiliary Board approval, projects shall be subject to the approval of hospital administration. Major gifts shall be disbursed through the Deaconess Hospital Foundation.

Section 3. Signatures on Checks

All checks drawn against funds of the Auxiliary shall be signed by the Treasurer and/or the Manager of Volunteer Services.

Section 4. Approval of Expenditures

Expenditures from Auxiliary funds in excess of \$3,000 (with the exception of purchases of merchandise for resale in the gift shop(s)) shall require prior approval by majority vote of the Auxiliary Board of Directors. Majority vote may be at a regularly scheduled meeting or, in emergency situations, by majority vote of the individual Auxiliary Board of Directors if

the next regularly scheduled meeting would prevent or unnecessarily delay the expenditure.

**ARTICLE XIV
Dissolution of Auxiliary**

In the event it becomes necessary to dissolve the Deaconess Hospital Auxiliary, all remaining Auxiliary assets shall be given to Deaconess Hospital Foundation.

**ARTICLE XV
Parliamentary Authority**

Parliamentary authority for the hospital Auxiliary shall be Roberts' Rules of Order, Newly Revised.

**ARTICLE XVI
Amendments**

These bylaws may be amended by a two-thirds vote of the Board of Directors at any regular Board meeting provided that notice of amendment(s) has been presented at the previous Board meeting. Amendment(s) to the bylaws shall be ratified by the membership at the Annual Meeting, such amendment(s) to be contained in the notice of such meeting. These bylaws and/or amendments (s) to same shall not become effective until approved by the Director of Human Resources.

These bylaws shall be amended in an emergency situation without previous notice by a unanimous vote of the Executive Committee.

These bylaws were recommended and adopted by the membership of Deaconess Hospital Auxiliary as of October 24, 2005.