WELCOME

It is a pleasure to welcome you to the Auxiliary of Montage Health Foundation.

Auxiliary volunteers are caring people who offer their time to help others and whose efforts enhance the quality of care at Community Hospital of the Monterey Peninsula and in other components of Montage Health. As members of the healthcare team they provide services that supplement those of the medical and clinical staff.

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MISSION STATEMENT

The mission of the Auxiliary is to enhance, through volunteer efforts, the quality of service given for the comfort, care, and well-being of patients and the related needs of their families, visitors, staff, and the community at large.

Montage Health is the nonprofit, tax-exempt parent of Community Hospital and related entities. The Auxiliary is part of Montage Health Foundation, the recipient of all charitable gifts on behalf of Montage Health. The foundation is focused on developing a strong base of philanthropic support to help further Montage Health’s vision of improving lives by delivering exceptional care and inspiring the pursuit of optimal health.
Over the years, additions and renovations have carried on the commitment to a healing environment. The number of patient rooms has grown to 248. To meet changing needs, many services have been added, including the Comprehensive Cancer Center, Outpatient Surgery Center, Tyler Heart Institute and Inpatient Rehabilitation Unit.

Community Hospital has grown at other locations as well, including the Ryan Ranch Outpatient Campus, with an Imaging Center, Laboratory, Sleep Disorders Center, Diabetes and Nutrition Therapy, and Hospice of the Central Coast. Behavioral health, Radiology, and Rehabilitation Services are provided at Hartnell Professional Center. Westland House, in a Monterey forest, provides skilled nursing and hospice care. Montage Wellness Center offers unique medical fitness facilities in Marina and Salinas, along with some clinical services. Through its full range of services, Community Hospital meets the healthcare needs of thousands of people each year. Annually, about 7,400 surgeries are performed and there are more than 330,000 outpatient visits, and more than 56,000 trips to the Emergency department. In each of these connections, expert staff, medical staff, and volunteers, including our many Auxiliary members, are dedicated to ensuring that when it comes to your health, everything matters.
The Auxiliary has long been recognized as one of the outstanding service organizations of the Monterey Peninsula. It was founded in 1955 by eight community-minded women at the request of the late Dr. Jesse Feiring Williams, president of the Community Hospital Board of Trustees, and the then-newly appointed administrator, Thomas E. Tonkin. In simple terms, its purpose was to enhance through volunteer efforts, the quality of service given by the hospital. With this goal, the founding members formulated the basic policies that have guided the Auxiliary through the years and benefited untold numbers of patients, families, and visitors.

With the addition of 29 charter members, the Auxiliary began its volunteer activities as an organized group in February 1956 at the old Community Hospital located in Carmel. Plans for a new and larger hospital were already on the drawing board. To meet the challenges of the future and the needs of the new facility, the young organization embarked on a membership drive and a broader program utilizing volunteer assistance.

When Community Hospital’s new facility opened in June 1962, there were 189 trained and eager members ready for duty. Men were extended an invitation to join the Auxiliary in 1975. In the summer of 1984, the Monterey Peninsula Hospital Sunshiners were invited to join the Auxiliary of Community Hospital of the Monterey Peninsula. Today more than 300 adult men, women, and Collegiates, and more than 125 Junior Volunteers contribute approximately 70,000 hours annually. Since its founding, Auxiliary members have contributed more than 4 million hours. Friends of the Auxiliary extends to those in the community the opportunity to offer financial support. These contributions are invaluable to Auxiliary endeavors.

Although the Auxiliary is primarily service-oriented, it has achieved remarkable success in generating funds. By 2016, the Auxiliary’s accumulated gifts to the hospital totaled close to $9 million. Sources of Auxiliary funds are the net receipts of the Fountain Court Café and the Comforts Gift Shop staffed by volunteers, augmented by Friends of the Auxiliary contributions, membership dues and contributions, as well as donations from many generous friends.

The Auxiliary’s affairs are administered by a Board of Directors composed of elected officers and appointed members. The Auxiliary President represents the organization and became a voting member of the Hospital Board of Trustees in 1973.

A program for young people has been an important part of the Auxiliary since 1963. It became coeducational in 1972. Junior volunteer membership is open to students who are enrolled in secondary school, grades 9 through 12 and must be a minimum of 14 years of age. Collegiate volunteer membership began as an Auxiliary Service in 2001. Collegiate volunteers serve under special rules designed to accommodate school locations and changing schedules.

The juniors and collegiates volunteer on a year-round basis in Auxiliary services in various departments of the hospital.
Since 1969, the Auxiliary has given financial assistance to college students pursuing careers in healthcare fields. By the end of 2016, scholarship grants of more than $6.4 million had been awarded to more than 4,300 students, helping them continue their education in a variety of health careers. Funding comes from six planned gifts, including the bequest establishing the Marybelle Wright Barton Fund. Additional financial assistance is offered to selected college-bound high school seniors demonstrating excellent scholastic and volunteer service.

Additionally, the Auxiliary sponsors escorted hospital tours on request and helps staff community health fairs and Cancer Survivors’ Day.

The Auxiliary is always ready to respond within minutes to an influx of medical emergencies.

Although we are proud of our monetary contributions, service is our main goal. Auxiliary volunteers are an important part of the healthcare team and play a significant role in serving patients, families, visitors, and the community at large.
AS A VOLUNTEER

YOU HAVE ASSUMED CERTAIN RESPONSIBILITIES:
- To serve the patient with understanding and consideration
- To understand the hospital and the services it offers
- To be dependable and prompt in fulfilling all assignments
- To volunteer quietly and willingly as part of the Montage Health team
- To know your duties and perform them well

YOUR CONDUCT AND ATTITUDE IN UNIFORM ARE IMPORTANT
A volunteer member of the Auxiliary while on duty
- Does not ask doctors or nurses for personal professional advice
- Does not ask doctors or nurses for information concerning a patient or his/her family
- Does not consume alcoholic beverages or illegal substances before or during time of duty
- Any infraction of this policy will be cause for immediate removal from active membership
- Does not receive or make personal telephone calls except in an emergency
- Does not wear perfume, cologne, or shaving lotion

WE TAKE PRIDE IN OUR IMMACULATE APPEARANCE IN UNIFORM

Approved uniforms must be worn for all department staffing including training. Auxiliary uniform jackets and polo shirts are available for purchase in the Auxiliary office. Do not wear uniforms outside of the hospital, except for brief stops on your way to or from volunteering.

1. All volunteers must wear either a red logo jacket or red logo polo shirt; a tabard may be worn in the Fountain Court. Pants, other clothing and shoes worn with the uniform may be black or white; the color chosen must be consistent throughout the uniform.  
2. A collared plain blouse or dress shirt, turtleneck or dickey may be worn under the jacket. Men may wear a dark blue or black tie (plain or with CHOMP logo) if wearing a dress shirt.  
3. Pants must be full length and hemmed; no crop pants, baggy pants, low-riding pants, distressed pants, leggings or bare midriffs. White or black pressed jeans are acceptable.  
4. Shoes matching pant color must be clean, closed toe and have rubber soles with low heels. Tennis shoes are acceptable.  
5. Cardigan style sweaters or light jackets may be worn over uniforms and must match color of pants. No logos other than Montage logos may be visible.  
6. Hair must be worn simply and pulled away from face; tied back if long.  
7. Makeup should be unobtrusive. No perfumes or scented lotions or after-shaves are to be worn on duty to protect patients sensitive to scents.  
8. Identification badge must be worn at all times on the right-hand side; on lapel of the jacket, attached to the collar of polo shirts and neckline of tabard. Hours and award pins should be worn below the logo, with the hours pin to the right. Certain hospital-issued jewelry may be worn with the uniform. Lanyards may be used only when not in uniform.  
9. No jewelry except watch, simple rings on each hand and one pair either stud earrings or other small conservative plain gold or silver earrings. A Medic-alert bracelet is acceptable; no other necklaces, bracelets or ankle bracelets are acceptable unless under clothing.  
10. Hospital policy on tattoos and body piercings must be followed.
The patch we wear contains the Montage Health logo and reflects the design element that hospital architect Edward Durell Stone incorporated in many of the walls and pillars. The logo is embroidered onto our jackets and red polo shirts.

**SERVICE PINS**

Pins are presented by the Auxiliary in recognition and appreciation of hours of volunteer service.

**ADULT VOLUNTEERS**

The Auxiliary pin is awarded after 100 hours of service. Hours pins are awarded on the completion of 300, 500, and 1,000 hours of service. Additional hours are recognized by pins awarded in increments of 1,000.

**COLLEGIATE AND JUNIOR VOLUNTEERS**

The Auxiliary pin is awarded after 50 hours of service. Hours pins are awarded on the completion of 100, 200, 300, 500, and 1,000 hours of service.

**GALAXY CLUB**

The Galaxy Club star pin is awarded to adult volunteers who have attained 5,000 hours of volunteer service. An additional star pin is awarded to volunteers who have attained 20,000 hours of volunteer service.

**VOLUNTEER OF THE MONTH**

This award was established in 2005 and recognizes of exceptional service “above and beyond” the call of duty. The award is not necessarily given every month, and on occasion more than one award may be given in a single month.

**WHITE HOUSE VOLUNTEER SERVICE AWARD**

This award was established by the president of the United States and given to our volunteers after 10 years of service.

**COLLEGIATE AND JUNIOR VOLUNTEERS**

Collegiate and junior volunteers follow the same uniform guidelines as the adult volunteers, and wear regulation red polo shirts.

**IMPORTANT INFORMATION**

- The Vice President, Auxiliary Services is responsible for uniform conformity
- Uniform items and mileage may be tax deductible

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**ABOUT OUR LOGO AND PINS**
PLACEMENT OF LOGO AND PINS

CODE OF ETHICS

BELIEVING THAT MONTAGE HEALTH FOUNDATION HAS REAL NEED OF MY SERVICES AS A VOLUNTEER:

- I will be punctual and conscientious in the fulfillment of my duties, and accept supervision gracefully
- I will conduct myself with dignity, courtesy, and consideration
- I will consider as confidential all information which I may hear directly, or indirectly, concerning a patient, doctor, or any member of personnel or of the Auxiliary
- I will seek no personal information in regard to a patient
- I will take any problem, criticisms, or suggestions to the chairman of my service or committee
- I will endeavor to make my work of the highest quality
- I will uphold the standards and traditions of our hospital and Auxiliary

(Adapted from the code suggested by the American Hospital Association.)
POLICIES AND RULES

Policies and rules are adopted by the Auxiliary Board of Directors from time to time to implement the Bylaws of the Auxiliary. The Board of Directors shall make available to all members a copy of the Bylaws and Policies and Rules.

A STATEMENT OF NONDISCRIMINATION:
The Auxiliary does not discriminate on the basis of race, religion, color, national origin, ancestry, sex, disability, marital status, pregnancy, age, or any other characteristic protected under federal or state law or local ordinance.

I. MEMBERSHIP DEFINITION
The classes of membership shall be:

A. Members are those who have successfully completed the requirements of a provisional period and who have been accepted for membership. Members shall volunteer in the Auxiliary Services, pay dues, and may vote and hold office in accordance with the Bylaws. Members shall conform to all policies and rules adopted by the Board of Directors.

Unsatisfactory service by a Member shall be reviewed by the Executive Committee which may terminate the membership.

Collegiate members are those who are students from colleges and higher educational facilities and have completed the requirements of a provisional period, volunteer in Auxiliary Services on a schedule, and conform to all policies and rules adopted by the Board of Directors.

B. Junior Volunteers are those who are enrolled in secondary school, grades nine through twelve and must be a minimum of 14 years of age. They shall have completed the requirements of a provisional period, volunteer in the Auxiliary Services and conform to all policies and rules adopted by the Board of Directors.

II. MEMBERSHIP RULES

Provisional
Before acceptance as an active member the provisional shall:

- Sign confidentiality agreement
- Submit to a background check
- Have current tuberculosis test
- Have flu immunization or wear a mask when required
- Purchase the regulation uniform
- Wear required uniform and photo identification badge while on duty
- Fulfill a minimum of four staffing assignments within a two-month period
- Be approved by the specific Auxiliary service chairperson

Active
After acceptance, the new member shall:

- Pay annual dues
- Observe confidentiality policy
- Take Safety Awareness, HIPPA and Compliance test annually
- Have an annual tuberculosis test
- Have an annual flu shot or wear a mask when required
- Agree to a regular assignment

Minimum service requirements

- The Auxiliary asks that each member commits to a volunteer schedule that meets the requirements of the individual service. The minimum for all services is two times per month.
- Junior Volunteers serve a minimum of two staffing times per month. To receive a letter of satisfactory community service, the Junior Volunteer shall have a minimum of 50 hours service at the hospital.
- Double time is awarded to adult and collegiate members staffed in the Auxiliary Services before 8 a.m. and after 5 p.m. weekdays, and on weekends, day and evening. Double time is awarded on the following holidays:

  - New Year’s Day
  - Martin Luther King’s Birthday
  - Presidents Day
  - Easter Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
Staffing will be on a voluntary sign-up basis on all of the holidays listed above. In addition, December 24 (after 5 p.m.) and December 31 (after 5 p.m.) will be on a voluntary sign-up basis.

Adult and Collegiate members are expected to attend all general and service meetings. A minimum of two hours credit with double time for evening and weekend meetings should be recorded.

**SUBSTITUTES:**

a. Active members are responsible for service in the hospital on the days they have accepted assignment.

b. A member must secure a substitute and inform the Auxiliary office of the change. Substitutes may be obtained by:
   - Exchanging a day with a fellow service member.
   - Consulting with the staffer in an emergency situation.

Multiple unexcused absences from duty on assigned days is a violation of Auxiliary rules and may result in resignation.

Transfer or additional service: Members may request a review of their assignment by the Vice President Membership. If a change is approved, the member will be assigned to another service or to an additional one.

Notice of change: An Active member shall notify the Service Chairperson and the Vice President Membership for requests for transfer of service, a leave of absence, or to resign.

Leave of absence:

a. Two-to-four months leave of absence will be granted on request. Such request should be made in writing to the Vice President Membership on the appropriate form.

b. No leave will be given for absences of less than two months. Members are responsible for arranging for substitutes.

c. When leave is taken, members may lose their regular staffing assignments. Upon return, member may be given temporary assignments until their preferred staffing times become available.

d. Non-medical absences of more than four months require approval by the Executive Committee. On return to active service, such members may be retrained.

e. Medical leave up to six consecutive months may be granted. On return to active service, such members may be retrained.

f. Upon return from medical leave or any absence due to health reasons, the volunteer shall provide a release from a physician prior to returning to active duty.

g. Exceptions to the leave policy will be reviewed by the Service Chairperson, the Vice President Membership and Executive Committee.

**III. DUES**

Active dues are payable annually in the amount set by the Board of Directors. Collegiate and Junior Volunteers pay dues once in an amount approved by the Board of Directors.

**IV. BOARD OF DIRECTORS**

The Board of Directors of the Auxiliary consists of the elected officers, the immediate Past President, and members appointed by the President. They carry out their duties as described in the Bylaws and in the policies and rules approved by the Board of Directors.

**A. Elected Officers**

1. The President is Chairperson of the Board of Directors, Chief Executive Officer of the Auxiliary, and chairs the Executive Committee.

2. The Vice President Auxiliary Services is responsible for coordinating all hospital services and programs.

3. The Vice President Membership is responsible for recruiting, orientation, interviewing, placement of new members, and service recognition, and processing all requests for transfer, leaves of absence, and resignations.

4. The Secretary keeps the official minutes, handles correspondence, and chairs the Revisions Committee.

5. The Treasurer is custodian of the Auxiliary funds, maintains accurate financial records, and chairs the Budget Committee.

**B. Appointed Officers**

The following members of the Board of Directors are appointed by the President in consultation with the Executive Committee.

1. The Nominating Director is responsible for chairing the Nominating Committee which prepares a single slate of officers and new members of the Nominating Committee for the coming year. The slate is presented to the Board of Directors for its information and to the membership at the fall meeting for acceptance. All members of the Nominating Committee are elected by the membership.
2. The Program Director is responsible for the Fall Business Meeting and special events as requested.

3. The Public Information Director is responsible for producing the Auxiliary’s publications, coordinating publicity, and maintaining the Auxiliary’s historical records.

4. The Director of Junior Volunteers oversees all aspects of the Junior Volunteer program, which provides an opportunity for secondary school students to volunteer in responsible ways while learning more about careers in health fields.

5. The Director of Education and Training conducts training, plans and implements the January Leadership training and the Leadership Retreat in the spring, conducts training and staffing sessions as needed, and administers the safety test.

6. The Director of Information Technology works with the Board of Directors and Service Chairs in managing electronic communications and the Volgistics data system.

C. Past President

The Past President is Chairman of the Scholarship Committee, Strategic Planning Committee, and is the Auxiliary’s Parliamentarian. If the Past President is unable to serve on the Board of Directors, the President, in consultation with the Executive Committee, will make an appointment from the list of Past Presidents who are active members.

V. SERVICES

As provided in Article VI of the Bylaws, there shall be services as necessary to carry on the volunteer work of the Auxiliary. They include but are not limited to:

A. Hospital services

Chairmen of hospital inservices listed below are appointed by the President in consultation with the Executive Committee:

B. Other appointees

Although the following are not “services,” they are appointed by the President in consultation with the appropriate director:

Programs may include:

VI. AUXILIARY SERVICES

The Vice President Auxiliary Services chairs the Auxiliary Services Council, which includes Chairpersons of all Auxiliary Services, Council Secretary, Capsules editor, Historian, Photographer, and IT Director.

The Council Secretary is appointed by the Vice President Auxiliary Services.

VII. SPECIAL COMMITTEES

Special Committees are appointed by the President to assist the officers and chairpersons in managing the Auxiliary’s activities.
VIII. PROCEDURES

A. Officers, Directors, and Chairpersons of Services and Committees shall carry out their duties as described in the approved procedures and assist in reviewing and updating procedures and guidelines. Changes in policy, including changes in service hours, job description and duties, must be approved by the Board of Directors.

B. Members of the Board of Directors are elected or appointed for one year and limited to two consecutive one-year terms in any given position except as defined in the Bylaws.

C. Chairperson of Services and Committees are appointed for one year and are limited to two consecutive one-year terms in any given position except as defined in the Bylaws. All other appointees not covered by the Bylaws shall be limited to five consecutive years on any committee or special assignment.

IX. BASIC POLICIES

A. Any Auxiliary matter that requires attention should be discussed with the appropriate officer, director, service or committee chairperson who will assume responsibility. Any matter that requires discussion with the hospital President/CEO and/or hospital personnel, will first be referred to the Auxiliary President.

B. Sponsorship or participation in any event benefiting Montage Health Foundation or any Montage Health facilities or programs must have written approval by the Auxiliary Board of Directors and the hospital President/CEO.

C. Members may not promote activities unrelated to the Auxiliary while in the hospital.

D. Unsolicited printed materials may not be posted or distributed within the hospital.

E. Contact information of Auxiliary members is confidential.
ARTICLE I — NAME
The name of this organization is The Auxiliary, Montage Health Foundation.

ARTICLE II — PURPOSE
The purpose of this organization is to promote and advance the welfare of the Community Hospital and its patients through ways and means approved by the hospital’s Board of Trustees.

ARTICLE III — ELECTED OFFICERS
Section 1 — Officers
The officers of the Auxiliary shall be:
A President, a Vice President Auxiliary Services, a Vice President Membership, a Secretary, and a Treasurer, all elected by the membership.

Section 2 — Term of office
Each officer shall be elected or appointed for a term of one year or until his or her successor succeeds to office at Leadership Meeting in January. All elected or appointed directors are limited to serving two consecutive one-year terms in any given position. Any officer may be reelected or reappointed for a second year after which he or she may not be reelected or reappointed to the same office until one year has elapsed. However, if after an extensive search no candidate is found, an officer may remain on an interim basis until a new officer is named. Any officer filling a vacancy of six months or less shall not be considered to have served a term.

Section 3 — Duties of officers
A. The President shall be the Chief Executive Officer of the Auxiliary and chairperson of its Board of Directors, an ex-officio member of all committees except the Nominating Committee and represents the Auxiliary in seeking approval, by the Hospital’s President, of Auxiliary policies and procedures before their presentation to the Board. The President is a voting member of the hospital’s Board of Trustees.

The President shall appoint directors and chairperson in accordance with Articles VI and VII of these bylaws. The President may also appoint other chairperson and coordinators deemed necessary or desirable for the successful operation of the Auxiliary.

B. The Vice President Auxiliary Services and the Vice President Membership shall each have such duties as are set forth in writing by the President or in written procedures, or both, as approved by the Board of Directors.

C. The Secretary shall keep the minutes of all General Meetings and meetings of the Board of Directors and of the Executive Committee. These minutes (except minutes of the Executive Committee) shall be open to the inspection of every member. The Secretary shall be responsible for correspondence as directed by the President.

The Treasurer shall be custodian of the funds of the Auxiliary under the supervision of the Board of Directors and shall maintain an accurate account of the financial affairs of the Auxiliary.

Expenditures not provided for in the budget must be approved by the Board. The Treasurer shall be authorized to sign Auxiliary checks and have them countersigned by another officer. The Treasurer shall submit the books for audit following the close of the fiscal year and at such times as may be requested. The Treasurer is the chairperson of the Budget Committee.

ARTICLE IV — BOARD OF DIRECTORS
Section 1
The Auxiliary shall have a Board of Directors consisting of thirteen (13) members but the number of directors may be changed at any time by resolution of the Board of Directors to be not less than ten or more than fifteen. Five directors shall be the elected officers of the Auxiliary, and the other directors shall be appointed by the President in consultation with the Executive Committee. The Nominating Committee Director is appointed from among the committee members. All directors, elected or appointed, are limited to serving two consecutive one-year terms in any given position. However, if after an extensive search no candidate is found a board member may remain on an interim basis until a new board member is named. The President of the hospital shall be an ex-officio member of the Board.

Section 2
The activities and affairs of the Auxiliary shall be conducted, and its property and funds managed and controlled, and all powers exercised, by or under the direction of the Board of Directors. Any action or decision of the Board of Directors disapproved by the hospital’s Board of Trustees or the hospital’s President shall be null and void.
Section 3
The Board of Directors shall adopt and promulgate Policies and Rules as a representative of the general membership. A change in policy must be presented to the Board of Directors for consideration at a meeting prior to the meeting at which such change is voted upon.

Section 4
The Board of Directors shall meet monthly unless otherwise directed by the Board. Three consecutive unexcused absences from Board meetings shall be considered an automatic resignation from the Board.

The Secretary shall send a written notice to the member advising of the consequences following the second absence.

Section 5
Special meetings of the Board of Directors may be called by the President or by six members of the Board. Notice of business to be considered shall be given to all members of the Board at least 48 hours prior to the meeting.

ARTICLE V — EXECUTIVE COMMITTEE

Section 1
The Executive Committee shall consist of the officers of the Auxiliary. It shall exercise such powers as are delegated by the Board of Directors. It may act on matters which cannot be delayed until the monthly meeting of the Board of Directors. Such actions of the Executive Committee shall be reported at the next Board of Directors’ meeting. Auxiliary personnel problems are ultimately the responsibility of the Executive Committee.

Section 2
The Executive Committee shall serve as the Revisions Committee. The Secretary shall chair this Committee.

Section 3
A majority of the members of the Executive Committee shall constitute a quorum for its meetings.

ARTICLE VI — SERVICES, STANDING COMMITTEES,
AND SPECIAL COMMITTEES

Section 1
No member shall serve more than two consecutive one-year terms as chairperson of a Service. If after an extensive search no candidate is found a service chair may remain on an interim basis until a new chair is named. Each chairperson of a Service may assign functions and appoint committees within his or her Service, except as otherwise provided by these Bylaws. In the organization and supervision of Services and Committees, chairperson shall abide by the Policies and Rules.

Section 2
The President, with the approval of the Board of Directors, may establish standing committees and special committees, as deemed necessary or advisable.

Section 3 — Nominating Committee
A. The Nominating Committee shall consist of seven members. Every Active member, other than the members of the Executive Committee, is eligible to serve on the committee. Four members shall be elected in odd years and three in even years, each for a two-year term. No member shall serve on the Committee for more than two consecutive years. The hospital’s President shall be an ex-officio member of the Nominating Committee.

B. The Nominating Committee shall encourage all Active members to make suggestions for the elective offices and for the Nominating Committee. From these suggestions and from its own deliberations, the Nominating Committee shall prepare a single slate of nominees for the elective Auxiliary officers and for new Nominating Committee members to be elected at the Fall General Meeting. The slate of nominees shall be sent to all Active Members at least fourteen days before the Fall General Meeting.

C. Members of the Nominating Committee shall not be considered as nominees for office while serving on the Committee.

Section 4 — Budget Committee
A. The Treasurer shall serve as the chairperson of the Budget Committee. The Committee shall consist of the President, one representative from each fund-raising activity, and two members-at-large appointed by the Treasurer in consultation with the President. No member may serve more than two consecutive years in the same capacity.

B. The Budget Committee shall keep informed as to the budget status of the Auxiliary and shall advise the Board regarding allocations of funds. Prior to the close of the fiscal year, it shall prepare a budget to be submitted and voted on at the January meeting of the Auxiliary Board of Directors.
Section 5 — Hospital Services
The President, in consultation with the Executive Committee, appoints the Chairperson of Services and Recruiting, Recognition and Retention Coordinator. The nature and responsibilities of the Auxiliary Services shall be determined by the Board of Directors, subject to approval by the hospital President. The names of all Services shall be listed in Policies and Rules.

ARTICLE VII — ELECTIONS
Section 1 — Election of officers and nominating committee members
At the Fall General Meeting elected officers of the Auxiliary and new members of its Nominating Committee shall be elected to take office at the Leadership Meeting in January. Following the report of the Nominating Committee, the President shall call for nominations from the floor. Before being proposed the nominee must consent to serve if elected. If two or more persons are nominated for an office, the election shall be by ballot. The failure of the Nominating Committee to prepare a complete slate of nominees shall not invalidate the election of officers if such officers are nominated at the Fall General Meeting.

Section 2
In order to ensure no more than three new Executive officers are elected in a given year, the Executive Committee may fill any vacancy in an elective office on an interim basis by the current or recent officeholder of that position until a new nominee is proposed by the Nominating Committee and approved by the Board of Directors. Any other vacancy on the Board of Directors shall be filled by appointment by the Executive Committee. Any member elected or appointed to fill a vacancy shall not serve beyond the end of that term of office.

ARTICLE VIII — MEETINGS
Section 1
There shall be three General Meetings a year for all Active members: the Annual Meeting, a meeting in the spring, and one in the fall.

Section 2
The President or a majority of the Executive Committee may call a special meeting of the members or change the date of a meeting of the members for just cause. All Active members shall be given written notice of such action.

Section 3
Fifteen percent of the Active membership shall constitute a quorum at any meeting of the Auxiliary.

Section 4
Service meetings shall be held at least once a year. The number of meetings shall be determined by the chairperson of each Service.

ARTICLE IX — FISCAL YEAR AND DUES
Section 1
January 1 through December 31 shall be the fiscal year.

Section 2
Dues for Active members shall be determined by the Board of Directors and shall be payable annually. Dues of Active members shall become delinquent two months after billing. An Active member whose dues are delinquent may not participate in an Auxiliary Service or activities. Collegiate and Junior Volunteers shall pay an initial membership fee determined by the Board of Directors.

ARTICLE X — AMENDMENTS
Section 1
These Bylaws may be amended at any regular meeting or special General Meeting by a two-thirds vote of the members present. The proposed changes shall have been previously approved by the Board of Directors and the hospital’s President. Notice of changes shall be made available to Active members at least fourteen days prior to the meeting.

Section 2
Amendments to these Bylaws shall become effective upon approval by the Auxiliary as set forth above, unless the motion to adopt specifies a different effective date.

Section 3
The Auxiliary shall operate under the most recently adopted version of the Bylaws. The most recent Bylaws are available in the Auxiliary Office. The Executive Committee shall review these Bylaws on an annual basis.

ARTICLE XI — PARLIAMENTARY AUTHORITY
All procedures not covered by these Bylaws shall be governed by Sturgis Standard Code of Parliamentary Procedures.
The insignia on the Auxiliary pin is the seal of the American Hospital Association.

**Top center:** American Eagle symbolizes United States of America. Around shield: Maple Leaves symbolize Canada.

**Center:** Blue, double-barred Lorraine Cross, Emblem of relief to unfortunate.

**Upper left:** Caduceus (Wand of Mercury and serpent of Aesculapius). Symbol of healing arts for thousands of years. Used as symbol of medical profession today.

**Lower left:** Greek or Geneva Cross. International emblem for relief of sick or wounded.

**Upper right:** Maltese Cross. Emblem of St. John of Jerusalem since 1902. Used by St. John Ambulance Service for several hundred years.

**Lower right:** Urn Lamp. Universal symbol of knowledge. Official emblem of Florence Nightingale nurses.

**Motto:** “Nisi Dominus Frustra”  
(Without God we can do nothing)