

BOULDER COMMUNITY HOSPITAL ASSOCIATION AUXILIARY BYLAWS

ARTICLE I. Dues

Section 1. The annual Auxiliary membership dues shall be \$20.00.

Section 2. All dues are annual and payable upon receipt of membership notice.

ARTICLE II. Duties of Officers

Section 1. The regular term of office of all officers shall commence at the adjournment of the annual meeting at which they are installed.

Section 2. The duties of officers shall be those implied by their respective titles, and those specified in these Bylaws and in the Auxiliary Board Manual Job Descriptions.

Section 3. Each officer shall attend all general Auxiliary Board meetings. In addition, elected officers shall attend Executive Committee meetings and any meetings requested by the President. Three (3) unexcused absences from any Auxiliary Board meeting will result in removal from the Auxiliary Board.

Section 4. The President shall be the Chairperson of the Auxiliary Board of Directors and the Executive Committee and shall preside at all meetings and, with the approval of the Executive Committee, shall appoint all special committees, chairpersons of special committees, and chairpersons of standing committees (exclusive of the Nominating Committee).

The President shall serve as a non-voting member of these committees and replace, by appointment, any vacancies that occur. The President shall represent the Auxiliary at designated meetings as stated in the Board Manual; and shall submit an annual report to the Auxiliary and to the Boulder Community Hospital Association Board of Directors. The President shall plan and preside over the Auxiliary Annual Meeting.

Section 5. The First Vice President shall be an aide to the President and, in the absence of the President, have the responsibility and the authority of the President.

Section 6. The Vice President – Membership shall perform all duties of the Membership Committee Chairperson, including the appointment of its members, and perform such other duties as delegated by the President. The Vice President – Membership shall be responsible for the recruitment of the Auxiliary members.

Section 7. The Vice President – Fundraising shall appoint and oversee all duties of the Fundraising Committee Chairpersons, and perform such other duties as delegated by the President.

Section 8. The Secretary shall give notice of and keep records of all meetings of the Auxiliary and the Auxiliary Board of Directors and carry on correspondence as directed by the President.

Section 9. The Treasurer shall keep the Board informed of all monies received and deposited from all fundraising activities. The Treasurer shall make monthly reports, as received from the Boulder Community Hospital Comptroller, to the Auxiliary Board, convene and preside over the Budget-Finance Committee and present the annual budget to the Auxiliary Board of Directors for approval at the February meeting.

ARTICLE III. Appointed Board Members and Sub-Chair Board Members

Section 1. The duties of each appointed Auxiliary Board member shall be those implied by their respective titles, and those specified in these Bylaws and in the Auxiliary Board Manual Job Descriptions. Appointed Board members shall be responsible for the activities of their respective committees and shall attend and report at general Auxiliary Board meetings. Appointed Board members shall electronically send a report to the Auxiliary Secretary one week before the general Auxiliary meeting on a quarterly basis or on a monthly basis if the committee has information to be reported. Quarterly reports are due March, June, September and December. Auxiliary Appointed Board members will forfeit the position of three (3) unexcused absences from monthly Auxiliary Board of Directors meetings occur.

Section 2. The duties of each Appointed Sub-Chair Auxiliary Board member shall be those implied by their respective titles, and in the Auxiliary Board Manual Job Descriptions. Appointed Sub-Chair Board members shall be responsible for the activities of their respective committees and shall electronically send a quarterly report in March, June, September and December to their Chair person two (2) weeks before the quarterly Auxiliary Board meeting which are held in March, June, September and December or on a monthly basis if the sub-committee has information to be reported. The Sub-Chair Auxiliary Board member may attend Board meetings, the annual CAHAV Convention in Vail and any district or state meetings deemed necessary by the Executive Board and be in attendance for the yearly Board picture. The Sub-Chair Auxiliary Board members shall not have a vote.

Section 3. The term of office for appointed Auxiliary Board members and Sub-Chair Board members shall be one (1) year, commencing at the Annual Meeting. No member shall hold an appointed office for more than two (2) consecutive terms unless approved by the Executive Committee.

ARTICLE IV. BCH Board members and Designated Committee Members

Section 1. Anyone serving on an Auxiliary committee must be a member of the Auxiliary and maintain their membership as long as they serve on a committee.

Section 2. All Auxiliary Board and Committee members are BCH volunteers and must comply with all requirements of the Hospital Volunteer Services Department.

Section 3. The term limit of an Auxiliary Board member to reside on the Board shall not exceed nine (9) consecutive years with the exception of Gift Shop managers.

ARTICLE V. Nominating Committee

Section 1. There shall be a Nominating Committee consisting of five (5) members to be elected annually by the membership. All shall be current or former voting members of the Auxiliary Board of Directors. The immediate past President of the Auxiliary shall serve as

Chairperson of the Nominating Committee and will be a member of the committee for two consecutive years.

The Director of Volunteer Services shall be an advisor and attend all meetings of the Nominating Committee.

The Nominating Committee shall prepare a slate of nominees for Executive Officers to be presented to the Auxiliary Board of Directors 30 days prior to the December meeting. The committee shall publish its slate of nominees by posting a copy of the slate on the Auxiliary website and in the Volunteer Services office 30 days prior to the December meeting. Further nominations for any office may be submitted to the Secretary two (2) weeks prior to the December meeting for presentation to the general membership.

Nominations may be made from the floor with prior consent of the nominee.

ARTICLE VI. Voting

Section 1. Each Board Chair position shall have one vote. If other members of a committee are present at an Auxiliary meeting, they do not have a vote.

Section 2. If a Board member will not be present at a meeting, they may send a proxy vote to the Secretary by the day before the meeting by mail or e-mail.

ARTICLE VII. Funds

All net income derived from the Auxiliary dues and functions shall be used for expenses of the Auxiliary and for supporting the hospital purposes, in accordance with requests by the Hospital Board of Directors and the Auxiliary Board of Directors.

ARTICLE VIII. Fiscal Year

The fiscal year of the Auxiliary shall correspond to that of the Boulder Community Hospital Association.

ARTICLE IX. Parliamentary Authority

Robert's Rules of Order, 10th Edition, shall govern the Auxiliary.