
By-Laws

of

Ladies' Hospital Aid Society



January 1947

BY-LAWS
of
LADIES' HOSPITAL AID SOCIETY
OF WESTERN PENNSYLVANIA

ARTICLE I.

The name of this organization shall be the Ladies' Hospital Aid Society of Western Pennsylvania.

ARTICLE II.

The object of this Society shall be to furnish medical and social service to the needy sick of Western Pennsylvania.

ARTICLE III.

Membership

Section 1. Upon payment of annual dues any woman is eligible to this Society.

Sec. 2. The annual dues shall be a minimum of Three (\$3.00) Dollars payable in advance. The fiscal year shall be from January 1st to December 31st.

Sec. 3. Any member whose dues are in arrears for two years will be dropped from the membership after due notice has been given.

Sec. 4. Any member desiring to resign from this Society shall present her resignation in writing to this Society.

ARTICLE IV.

Officers

Section 1. The officers of this Society shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Auditor and forty-one Directors. The officers shall perform the duties prescribed by these By-Laws and by the Parliamentary Authority adopted by this Society.

Sec. 2. The Nominating Committee, composed of seven members, shall be elected by the Board of Directors at the October Board meeting. Four members shall be from the Board of Directors and three members from the general membership. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the Annual Meeting. At least fifteen days before the Annual Meeting it shall send the names of the Nominees to the Financial Secretary who shall mail a copy of the ballot to all the members of this Society with the notice of the meeting. To receive the attention of the Nominating Committee names must be submitted in writing and endorsed by at least five members in good standing. This Committee shall report to the Board of Directors at its December meeting. Additional nominations may be made from the floor provided the nominee is in good standing and has consented to serve.

Sec 3. The President, Second Vice-President, Fourth Vice-President, Auditor, Corresponding Secretary and twenty-one Directors shall be elected at the annual meeting held in even years. The First Vice-President, Third

Vice-President, Recording Secretary, Treasurer and twenty Directors shall be elected at the annual meeting held in odd years. All officers, except the Financial Secretary, shall be elected by ballot to serve for two years or until their successors are elected. Their term of office shall begin at the annual meeting at which they are elected. No officer, except Director, shall be eligible to serve more than two successive terms in the same office.

The office of the Financial Secretary shall be appointive. She shall be appointed by the President and her name presented to the Board of Directors for approval at the October Board meeting. Her term of office shall be for two years and become effective December first.

Sec. 4. When there are no opposing candidates the Secretary shall be authorized to cast a vote for the ballot as presented.

Sec. 5. Chairmen of standing committees and assistants to Treasurer, Auditor, Corresponding Secretary, Recording Secretary and Financial Secretary shall by virtue of their office be members of the Board of Directors.

Sec. 6. A vacancy occurring in an office may be filled by the Board of Directors for the unexpired term.

ARTICLE V.

Duties of Officers—President

Section 1. The President shall preside at all meetings of this Society, Board of Directors and Executive Committee.

Sec. 2. She shall countersign all warrants drawn by the Treasurer and any document, legal or otherwise.

Sec. 3. She shall appoint a Financial Secretary, Division-Heads, Assistants to Officers, an Executive Committee, Chairmen of Committees and be a member ex-officio of all committees except the Nominating Committee.

Sec. 4. Special committees may be appointed by the President as necessity arises, subject to the approval of the Board of Directors.

Sec. 5. A report of this office shall be given at the annual meeting with such recommendation as the Society's welfare demands.

Sec. 6. Upon expiration of her term of office the President shall serve as a member of the Board of Directors as a Trustee.

Vice-Presidents

Section 1. The Vice-President, in their order, shall perform the duties of the President in her absence or temporary inability to serve.

Sec. 2. Each Vice-President shall be in charge of at least one department as assigned to her by the President.

Recording Secretary

Section 1. The Recording Secretary shall keep a record of all minutes of this Society, the Board of Directors and the Executive Committee. She, or her assistant, shall keep a roll call.

Sec. 2. She shall be custodian of all records and papers not specifically assigned to others; upon expiration of term of office she shall transfer all books and records to her successor.

Sec. 3. She shall submit a complete written report at the annual meeting of this Society.

Corresponding Secretary

Section 1. She shall attend to the correspondence of this Society, notify members of their appointment as chairmen of committees and send out notices of Board meetings.

Financial Secretary

Section 1. She shall send statements to members, receive all dues and keep an accurate account thereof. She shall transfer all moneys to the Treasurer at least twice during the month.

Sec. 2. The Financial Secretary or her assistants shall, prior to receiving any funds from this Society, secure bonds with a bonding company satisfactory to the Finance Committee at the expense of this Society.

Sec. 3. She shall report monthly, in writing, to the Board of Directors and submit a complete written report at the annual meeting. Upon expiration of term in office she shall transfer all books and records to her successor.

Sec. 4. She shall notify all members in arrears and after two years of non-payment of dues, after being duly notified, they shall be removed from membership.

Treasurer

Section 1. She shall be the custodian of all funds and deposit such funds in the name of Ladies' Hospital Aid Society of Western Pennsylvania in banks approved by the Finance Committee. She may dispense such funds only upon the order of the Board of Directors or the Executive Committee.

Sec. 2. The Treasurer or her assistant shall, prior to receiving any funds from this Society, secure bonds with a bonding company satisfactory to the Finance Committee and at the expense of this Society.

Sec. 3. She shall report monthly in writing to the Board of Directors and at the annual meeting submit a complete written report. Upon expiration of term of office she shall transfer all books and records to her successor.

Auditor

Section 1. The Auditor shall audit the books of the Financial Secretary, Treasurer and all fund raising and money handling committees. A written report shall be given at the annual meeting.

ARTICLE VI.

Board of Directors

Section 1. The Officers, the elected Directors, the Honorary President, Trustees, Chairmen of Standing Committees and the assistants to officers shall constitute the voting members of the Board of Directors.

Sec. 2. The Board of Directors shall perform such duties as specified in these By-Laws and shall have general supervision of the affairs of this Society, subject to its orders.

Sec. 3. Regular meetings of the Board of Directors shall be held on the fourth Thursday of each month at 10:30 A. M., except in July and August, unless otherwise ordered by the Board of Directors or the Executive Committee.

Sec. 4. Special meetings may be called by the President or upon written request of ten members of the Board of Directors.

Sec. 5. Eleven members of the Board of Directors shall constitute a quorum.

Sec. 6. Board members absent from three consecutive Board meetings without any adequate excuse submitted to the Recording Secretary shall be asked to resign.

ARTICLE VII.

Trustees

Section 1. Any Board member who shall have served twenty years on the Board of Directors may become a Life Trustee. The office of "Life Trustee" carries with it, in addition to the power of a vote, full membership on the Board of Directors.

ARTICLE VIII.

Executive Committee

Section 1. An Executive Committee shall be appointed by the President at the first Board meeting after the annual meeting, to consist of such officers and such other members as the President may deem necessary. The Board of Directors may authorize the Executive Committee to perform such of its duties between meetings of the Board which may seem expedient; to act for the Board of Directors in case of an emergency arising between meetings of the Board when it is not advisable to call a special meeting of the Board. The Executive Committee is authorized to transact business by telephone or mail if necessary. Any action taken by the Executive Committee shall be reported in full to the Board of Directors.

ARTICLE IX.

Meetings

Section 1. Regular open meetings shall be held on the second Thursday of every month from September to June inclusive, unless otherwise ordered by the Board of Directors or the Executive Committee.

Sec. 2. The annual meeting shall be held in January for the purpose of electing officers and receiving annual reports.

Sec. 3. A special meeting of this organization may be called by the President or upon written request of twenty-five members of this Society.

Sec. 4. Twenty-five members of this Society shall constitute a quorum.

ARTICLE X.

Committees

Section 1. The committees shall perform such duties as shall be specified by the Board of Directors, report monthly in writing to the Board of Directors and submit a complete written annual report.

ARTICLE XI.

Parliamentary Authority

Section 1. The rules contained in Roberts' Rules of Order, Revised, shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XII.

Amendments

Section 1. These By-Laws may be amended by this Society according to its need by a two-thirds vote, provided notice is given at the previous regular meeting of this Society and a copy of the proposed amendments is sent to all members at least one week before action is to be taken.
