

**BY-LAWS**

**of**

**LADIES HOSPITAL AID SOCIETY**

**Auxiliary to the Montefiore Hospital**

**of Pittsburgh, Pennsylvania**

**January, 1967**

BY-LAWS

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LADIES HOSPITAL AID SOCIETY--AUXILIARY TO MONTEFIORE HOSPITAL

ARTICLE I

The name of this organization shall be the Ladies Hospital Aid Society. It shall serve as the Auxiliary to Montefiore Hospital of Pittsburgh, Pennsylvania.

Section 2 - There shall be a Junior Auxiliary of Ladies Hospital Aid Society to be designated as such. Said Auxiliary shall adhere to the By-Laws and policies established by the Ladies Hospital Aid Society.

ARTICLE II

The object of this Society shall be to assist in providing medical, social, educational, and financial services and volunteer personnel to the Montefiore Hospital and the Pittsburgh community.

ARTICLE III

Membership

Section 1 - The annual membership dues shall be a minimum of six (\$6.00) dollars payable in advance. Any member who pays ten (\$10.00) dollars or more annually shall be known as a contributing member. The fiscal year shall be from January 1 through December 31.

Section 2 - Any member whose dues are in arrears for two years may be removed from the membership after due notice.

Section 3 - Any member wishing 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, six vice-presidents, recording secretary, assistant recording secretary, two financial secretaries, two assistant financial secretaries, treasurer, assistant treasurer, auditor, and forty directors, twenty of whom shall be elected each

year, to serve for a period of two years. The officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by this Society.

Section 2 - There shall be a standing nominating committee composed of seven members, elected by the Board of Directors at the September 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 least fifteen days before November general membership meeting, a copy of the ballot shall be mailed with the notice of the meeting to the general membership. To receive the attention of the nominating committee, names shall be submitted in writing and endorsed by at least five members in good standing. Election of officers shall be held at the November general membership meeting. Additional nominations may be made from the floor provided the nominee is in good standing and has consented to serve.

Section 3 - All officers shall be elected by ballot to serve for one year or until their successor is elected. Their term of office shall begin at the annual meeting in January at which they are installed. No officer or director shall serve more than four successive years in the same office.

Section 4. When there are no opposing candidates, the recording secretary shall be authorized to cast a vote for the ballot, as presented, at the November meeting.

## ARTICLE V

### Duties of Officers

#### President

Section 1 - The President shall preside at all meetings of this society, board of directors, and executive committee.

Section 2 - She shall countersign all warrants drawn by the treasurer and any document, legal or otherwise.

Section 3 - She shall appoint department heads and chairmen of committees; and she shall be a member ex-officio of all committees except the nominating committee.

Section 4 - Special committees may be appointed by the president as the necessity arises, subject to the approval of the board of directors.

Section 5 - A report of this office shall be given at the annual meeting in January with such recommendations as the Society's welfare demands.

Section 6 - Upon expiration of her term of office, the president shall serve as a trustee of the board of directors.

#### Vice-Presidents

Section 1 - The vice-presidents, shall perform the duties of the president in her absence or temporary inability to serve.

Section 2 - Each vice-president shall be in charge of at least one department as assigned to her by the president and shall meet with her full department at least once during the activity year.

#### Recording Secretary

Section 1 - The recording secretary shall record the minutes of the meetings of the board of directors and the executive committee and shall keep a roll call.

Section 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.

Section 3 - She shall submit a complete written report at the annual meeting in January.

#### Assistant Recording Secretary

Section 1 - The assistant recording secretary shall assist the recording secretary in all her duties and shall assume full responsibility in the absence of the recording secretary.

#### 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, and such other duties as from time to time, the president or board of directors may require. She shall submit a complete written report at the annual meeting in January.

#### Assistant Corresponding Secretary

Section 1 - The assistant corresponding secretary shall assist the corresponding secretary in all her duties and shall assume

full responsibility in her absence, and such other duties as from time to time, the president or board of directors may require.

#### Financial Secretaries

Section 1 - The financial secretaries shall keep an accurate list of all members, send all notices for dues, receive dues, send out membership cards, and transfer all monies to the treasurer at least once a month.

Section 2 - They shall report monthly, in writing, to the board of directors and submit a complete written report at the annual meeting in January.

Section 3 - Upon expiration of term of office, they shall submit all books and records for audit before transferring them to their successors.

Section 4 - They shall submit a complete written report at the annual meeting in January.

#### Assistant Financial Secretaries

Section 1 - The assistant financial secretaries shall assist the financial secretaries in all their duties, shall assume full responsibility in their absence, and perform such other duties as from time to time the president or board of directors may require.

#### Treasurer

Section 1 - She shall be the custodian of all funds and deposit such funds in the name of Ladies Hospital Aid Society in banks approved by the finance committee.

Section 2 - She shall make disbursements upon receipt of a countersigned voucher.

Section 3 - She shall report monthly in writing to the board of directors.

Section 4 - Upon expiration of term of office, she shall submit all books and records for audit before transferring them to her successor.

Section 5 - She shall submit a complete written report at the annual meeting in January.

#### Assistant Treasurer

Section 1 - The assistant treasurer shall assist the treasurer

## ARTICLE VII

### Executive Committee

Section 1 - The executive committee shall consist of all elected officers, president and vice president of the Junior Auxiliary, department heads, past presidents, and such other members as the president may deem advisable to invite to any meeting for consultation and advice. The board of directors may authorize the executive committee to perform such duties which may seem expedient between meetings of the board; to act for the board of directors in case of emergency arising between meetings of the board when it is not advisable to call a special meeting of the board. The minutes of the executive committee shall be reported in full to the board of directors.

Section 2 - Seven members of the executive committee shall constitute a quorum.

## ARTICLE VIII

### Meetings

Section 1 - Five open meetings shall be held on the second Thursday of designated months between October to May inclusive, unless otherwise ordered by the board of directors or the executive committee.

Section 2 - The annual meeting shall be held in January for the purpose of installing officers and receiving annual reports.

Section 3 - A special meeting of this Society may be called by the president or upon written request to the secretary of twenty-five members of this Society.

Section 4 - Thirty-five members of this Society shall constitute a quorum.

## ARTICLE IX

### Committees

Section 1 - All 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 report at the annual meeting in January.

ARTICLE X

Parliamentary Authority

Section 1 - The rules contained in Robert's 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 XI

Amendments

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