

BAPTIST MEDICAL CENTER BEACHES
1350 13TH AVENUE SOUTH
JACKSONVILLE BEACH, FLORIDA 32250

AUXILIARY DEPARTMENT DESKS:

ADMINISTRATION RECEPTION	904-627-1324
EMERGENCY REGISTRATION	904-627-2606
GIFT SHOP	904-627-1322
MITRICK WELCOME CENTER	904-627-2960
OUTPATIENT REGISTRATION	904-627-3817

AUXILIARY OFFICE MOBA 904-627-1320

AUXILIARY EMAIL auxiliaryb@bmcjax.com

In-house emergency (Dial and use the appropriate code.) 7777

To call in-house, add “7” before extension number.

To call Wilson Cancer Center or Wilson/Epstein in house, add “6” before extension number.

Employee Health: Medical Office Bldg. A, Suite 213 904-627-1332
M-W & F: 7:00-11:00 & 12:00-3:00. Please report before
returning after an absence of 2 months or more.

FAX: 904-627-2471

Human Resources: Medical Office Bldg. A, Suite 118
M-F: 7:30-4:00 – to obtain a hospital I.D. badge

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MEANING OF EMBLEM

"Nisi Dominus Frustra" - Without God we can do nothing.

Cross of Lorraine (center) - The emblem of relief to the unfortunate and the official sign of the American Tuberculosis Association.

American Eagle (top) - Symbolizes the United States.

Maple Leaves (sides of eagle) - Represents Canada.

Caduceus (upper left corner) - Symbol of healing for thousands of years, and the emblem of the Medical profession.

Maltese Cross (upper right corner) - Emblem of St. John of Jerusalem since the year 1092, used by the St. John Ambulance Service for several hundred years.

Greek or Geneva Cross (lower left corner) - Integral emblem for relief of the sick and wounded and official insignia of the International Red Cross.

Urn Lamp (lower right corner) - Universal symbol of knowledge and the official emblem of the Florence Nightingale Nurses.

BAPTIST MEDICAL CENTER BEACHES AUXILIARY

(Organized March 2, 1962)

AUXILIARY PRAYER

Almighty God and Heavenly Father of mankind, bless, we pray Thee, our endeavors in those facilities in which we strive to bring comfort and hope to all who are in distress of mind and body.

Guide us so that we may use the privilege given us to help the aged, the ill and the very young with generosity, discretion, and gentleness.

Give us strength to labor diligently, the courage to think and speak with clarity and conviction but without prejudice or pride.

Grant us, we beseech Thee, both wisdom and humility in directing our united effort to do for others only as Thou would have us do. Amen

SERVICE CREED

"I expect to pass through this life but once. If therefore, there is any kindness I can show, or any good I can do for my fellow being, let me do it now for I shall not pass this way again."

PURPOSE

The purpose of this organization shall be to render service to the Baptist Medical Center Beaches, to serve and assist the hospital, to promote good will in the community and to render any financial aid to the hospital within the ability of the membership.

IDEALS

I will conduct myself with dignity, courtesy, and consideration.

I will consider as confidential all information pertaining to hospital affairs.

I will be loyal to the hospital and proud of the service I give.

I will uphold the tradition and standards of the hospital and will favorably interpret them to the community at large.

MISSION STATEMENT OF BAPTIST MEDICAL CENTER BEACHES

To make hope, healing, and well-being accessible to every person as an expression of God's love.

POLICIES & PROCEDURES

We take pride in our volunteer service to Baptist Medical Center Beaches and we consider our organization and its members to be professionals. To that end, we have established policies and procedures to ensure that we all represent the hospital in accordance with the highest standards.

Following are our guidelines for our members and our organization.

BECOMING A MEMBER

Section 1. Applicants for active Auxiliary membership are required to be at least age 18 and submit a completed application. Each applicant must be interviewed by the Vice-President, Membership, and the Volunteer Chairperson. During the interview process, each applicant will be required to submit authorization for and pass a background investigation which will be conducted by Human Resources.

Section 2. All applicants for the Auxiliary are required to report to Employee Health for health screening before completing the application process and reporting for training. The interview with Employee Health will include comprehensive TB testing. The hospital also requires that new Auxilians be tested for current active MMR (measles, mumps, and rubella) and chickenpox immunity. If the applicant has an immunization record showing the immunization was given previously, the applicant may bring that documentation to Employee Health to waive testing. If an applicant is found to not have current immunity, he or she must obtain the vaccination at their own expense from their own healthcare provider prior to volunteering in Labor and Delivery or the Emergency Department.

Section 3. Once the medical screening and background checks have been completed and approved, applicants must meet with the Vice-President, Membership, and the Volunteer Chairperson to purchase their uniforms and receive service assignments and pay their dues. Membership will arrange for the Department Chairperson to contact the new Auxilian to arrange for training and scheduling.

MAINTAINING MEMBERSHIP IN GOOD STANDING

Section 1. The hospital requires that all team members and volunteers, including Teenage Volunteers who volunteer during flu season, receive yearly flu immunizations. The flu immunizations are provided free of charge by the hospital during flu season. Auxilians may elect to get their flu shots from another healthcare provider; however, appropriate documentation must be provided to Employee Health. There are two exceptions to this policy:

a) Documented Medical Exemption: The Auxilian must submit a written medical contraindication to the influenza vaccine (as defined by the CDC) from his or her health care provider. An acceptable health care provider includes an MD, DO, PA or ARNP and must be written on the provider's letterhead. This documentation must be supplied to Employee Health no later than November 15th each year.

b) Documented Religious Exemption: In order to have the influenza vaccine requirement waived for faith-based reasons, the Auxilian must submit a written religious exemption to the influenza vaccine (as defined by the CDC) from his or her religious leader. This documentation must be supplied to Employee Health no later than November 15th each year and must be written on the religious leader's letterhead.

If the Auxilian is granted a waiver, a surgical/procedure mask covering the nose and mouth must be worn during flu season in any area where a patient is examined, cared for, or treated or where the Auxilian will have face-to-face interaction with a patient.

Section 2. The hospital requires that all Auxilians, including college students and Teenage Volunteers, undergo annual TB screening, (either a TB skin test or TB questionnaire, depending on the volunteer's Employee Health assessment). Those results must be provided to Employee Health.

Section 3. The hospital requires all team members and all Auxilians who return to work from a Leave of Absence (LOA) of two months or more, whether it was because you went on vacation, attended an ill

family member, or had your own health issues, etc. to visit Employee Health before returning to work. If it was for a medical condition, a note from your healthcare provider is required. The form must list any restrictions or limitations or must state that there are no restrictions or limitations. After Employee Health contacts the Auxiliary office, the email will be forwarded to Auxiliary Membership, your Department Chair, Vice Chair, and you. You are then moved to “Active” status and may begin work. Contact Employee Health if there are questions about the policy.

Section 4. Annually all Auxilians are required to review and complete the hospital Compliance Training test (OSHA/HIPAA) and the Auxiliary Self-Evaluation form.

Section 5. To remain a member in good standing, an Auxilian must pay either Life or annual dues and comply with the Auxiliary’s current Bylaws and Policies.

Section 6. Each active Auxilian must work a minimum of 100 hours annually.

Section 7. Auxilians must inform the Auxiliary office (auxiliaryb@bmcjax.com or 627-1320) of any changes in their contact information. When two separate mailings to any Auxilian have been returned as undeliverable and if the Auxiliary cannot locate these Auxilians, their records will be flagged to stop any further mailings.

MAINTAINING A PROFESSIONAL APPEARANCE

Section 1. It is the desire of the Auxiliary that its members always make a neat, conservative, and dignified impression. For safety reasons, members should avoid jewelry while on duty, with the following exceptions: engagement and/or wedding rings, watch, very small earrings, small discreet necklace. Due to sensitivities and allergies, no perfume, cologne, bath oil, or aftershave lotion shall be worn.

Section 2. Members have the option of choosing one of the following Auxiliary regulation uniforms to wear when on duty. The ID tag must

be worn above the waist and always visible. The Auxiliary insignia patch must be attached to the vest, smock, collared shirt, or jacket 4 inches below the left shoulder seam or the left side of shirt above shirt pocket.

WOMEN

- Blue Auxiliary vest or smock with plain white blouse, shirt or turtleneck OR royal blue knit collared short-sleeved or long-sleeved shirt with Auxiliary insignia. (Must be same style and color as one sold by Membership if purchased elsewhere.)
- White or black ankle-length slacks or white knee-length skirt
- White cardigan or other approved outerwear

MEN

- Blue Auxiliary vest or jacket OR white or blue knit collared shirt with Auxiliary insignia OR white dress shirt with insignia
- Black, navy, or khaki slacks
- White, navy, or black cardigan or other approved outerwear

TEENAGE VOLUNTEERS – White or navy knit polo shirt with Hospital I.D. Badge attached and tan or navy ankle/full length slacks.

Adult Auxiliary uniform vests, smocks and polo shirts are available at the Gift Shop or at the Auxiliary office by appointment.

All members of the Auxiliary must wear shoes with closed toes and non-skid soles.

MAINTAINING A PROFESSIONAL ENVIRONMENT

Section 1. Auxilians are asked to be prompt in reporting for duty. Absence without arranging for a substitute creates problems for the service, and ultimately, patient care suffers. Every effort should be made to ensure that someone else is aware if you need to step away from your location. Auxilians may not visit patients in their rooms while on duty.

Section 2. Each service strives to provide Auxilians with the training, tools, feedback and coaching to perform their jobs. We ask that you learn the duties, execute them with responsibility and ask questions when in doubt. Any feedback to help us improve should be reported to the service's Department Chair or the appropriate member of the Executive Committee (p. 22)

Section 3. It is important that Auxilians work and substitute only on the service(s) to which they have been assigned and trained, with the knowledge and consent of the Chairperson of that service and the Volunteer Chairperson.

Section 4. Privacy laws are very clear and very strict regarding what information Auxilians may access. The hospital will provide **ONLY** the information required to perform a task or a job. Hospital affairs are strictly confidential, and we never discuss them with anyone, including other Auxilians, any information concerning patients and hospital business. "If you reveal a patient's confidential health information to someone who does not need to know it, then you are breaking the law." (2018 Annual Compliance Review Training, BMCB.)

Section 5. To maintain professionalism within the hospital, Auxilians do not call doctors or the hospital President by their first names in public, no matter how well they are known personally

Section 6. All accidents involving an Auxilian, a visitor or a patient must be reported to the person in charge of the department immediately.

Section 7. All Auxiliary members should be familiar with the location and purpose of hospital buildings and services as well as the proper method of assisting patients when using wheelchairs. No Auxiliary member may transport a patient out of the hospital or use his/her transportation for patient assistance. When assistance is needed, and not immediately available from a hospital team member, the Auxiliary member should contact Hospital Security at 904-627-1980.

General Information Regarding Health Policies for BMCB Volunteers as of 10/01/2018:

All Volunteers must clear with the BMCB Employee Health (EH) Department prior to volunteering and before returning to volunteer service after any injury, illness, surgery, and/or an extended leave lasting over two months. Any health condition that may affect a volunteer's ability to perform volunteer service should be reported to Employee Health for assessment.

Active Volunteers injured while performing their approved volunteer service and during their scheduled time should notify their service chair to report an incident. The service chair should immediately notify the Auxiliary Liaison for follow-up with Risk Management and EH. The Volunteer may seek treatment with their physician or the Emergency department. The Volunteer is required to clear through EH before returning to service.

It is the responsibility of all Volunteers to help prevent the spread of microorganisms throughout the BH system by:

- Maintaining excellent personal hygiene
- Practicing proper hand hygiene before and after entrance into patient care area/room, before and after eating, and after using the restroom.
- Volunteers should not report for service if ill, feverish, possibly contagious, or if diagnosed with any communicable disease/infection.
- Eating is not permitted at volunteer workstations.
- All Volunteers in adult facilities should refrain from entering any isolation precaution patient rooms.

For additional information on health policies, refer to Baptist Health policies No. 7.10.26 and No. 7.10.01. Policies can be requested through the Auxiliary Office, BMCB Volunteer Liaison, and Employee Health.

SERVICE CREDIT HOURS

Section 1. All Active Auxilians must sign in at the start of their shifts and out at the end of their shifts. All hours worked by Auxilians are recorded and accumulated. This is necessary because:

- Registering your presence at the hospital is required by our liability insurance policy.
- The Auxiliary accumulates and reports volunteer hours to the hospital each month.
- Service pins are awarded to Auxilians based on hours worked.

Section 2. There are three methods for recording hours – the computers at the Information Desk/Mammography or logbooks at those desks, or the cell phone app.

a) Sign-in computers: These computers are at the Information Desk and at the Mammography Desk (MOBC). All Auxilians are assigned a personal identification number to access the sign-in computer. When signing in on the computer, Auxilians should enter their personal number and click on the appropriate service or reason for being there so that the time can be recorded accurately. There is a phone app available for signing in that can be downloaded to a cell phone. It is important that all members sign out when you leave the hospital after your shift. If the computer is not working, there is a logbook at each desk to record hours.

b) Credit shall be given for hours worked on any hospital-related volunteer service and for all meetings attended. Credit is also given for Chairpersons and Vice-Chairpersons who spend administrative time at home. All hours not logged at the computers are entered in the sign-in book located at each desk. These hours and one-hour travel for each hospital service, will be added to the Auxilian's service hours by the Volunteer Information Coordinator (VIC).

Section 3. Service award pins will be presented to members of the Auxiliary upon completion of 500 hours, 1,000 hours and every 1,000 service hours thereafter.

At the end of each fiscal year, all members of the Executive Committee will receive 500 incentive/reward hours. All members of the Administrative Board will receive 250 incentive/reward hours. No Executive Committee or Administrative Board member will receive incentive/reward hours for more than one service/committee. All Executive Committee and Administrative Board members must complete a full year in this responsibility to receive their full incentive/reward hours which will be added to their service hours by the VIC Coordinator.

Section 4. Any Auxilian retiring from the Auxiliary with at least 10 years of active service will receive special recognition at the next quarterly or annual meeting.

Section 5. Auxilians must notify their Department Chairpersons if they are going on a leave of absence. If a medical leave of absence is involved, a physician's approval in writing is required before returning to active duty. The person needs to be able to return and complete all the requirements of the position. The returning Auxilian must be cleared through Employee Health. Employee Health will notify Membership that the Auxilian is cleared to return to the service. In the event of a non-medical leave of absence, the Department Chairperson must notify Membership that the Auxilian has returned to duty. If the leave of absence lasts two months or more, there is no guarantee the volunteer will return to the same shift or service as previously worked although every effort will be made to achieve an agreeable assignment.

BENEFITS

Section 1. Active Auxilians receive a discount toward a meal and drink in the cafeteria for every four-hour shift worked. Meal and drink discounts are valid **ONLY** on the day worked.

Section 2. Auxilians volunteering in Emergency Support, Labor and Delivery or Surgery Support are eligible to receive a series of Hepatitis B injections after 80 hours of service.

MEETINGS

Section 1. The regular monthly meeting of the Administrative Board is held at 10:00 a.m. on the third Wednesday of each month, unless otherwise ordered by the Administrative Board.

The Executive Committee meets prior to the Administrative Board meeting each month at a time determined by the President. At the discretion of the President, the Executive Committee shall be empowered to vote by mail or phone.

General meetings of the membership shall be held quarterly on the third Wednesday in the months of January, April, and July. The Annual Meeting shall be held the fourth Wednesday in September.

Section 2. The Chairpersons or their Vice-Chairpersons of all services shall attend Administrative Board Meetings. Voting privilege is restricted to one vote per Chairperson. Vice Chairpersons vote in their absence. If a person serves in more than one office, he/she may not vote more than once. All members, Active and Associate, are encouraged to attend quarterly meetings with voting privileges restricted to all active Auxilians.

Section 3. Guests may be invited to attend Executive Committee and Administrative Board meetings with the approval of the President. They shall attend without a vote.

Section 4. The Auxiliary prayer and Pledge of Allegiance shall be said at the opening of all Administrative Board and General Meetings

FINANCIAL

Section 1. The requisitioning of stationery and necessary supplies as budgeted shall be the responsibility of each Chairperson. Basic items should be ordered from the hospital by submitting a written request to the Liaison by the 1st or 15th of each month.

Section 2. No part of the net earnings or receipts of this organization shall revert to the benefit of any donor or member.

ISSUE RESOLUTION GUIDELINES

Our objective is that every member of the Auxiliary has a positive experience serving our community by volunteering at Baptist Medical Center Beaches. To that end, we ask that each Auxilian communicates with his or her Department Chairperson to resolve any problems or issues that may arise. If resolution is not possible within the service, Chairpersons and Auxilians are asked to follow this outline for further consultation and guidance.

<i>Office</i>	<i>Responsibility</i>
Corresponding Secretary	Cards; Mailings and Official Correspondence
Recording Secretary	Minutes of meetings; Records of past meetings and decisions
Treasurer	Disbursements; Financial records; Annual budget
Vice President Membership	Recruiting; Placement and assignment of service; Hours; Performance feedback (with Volunteer Chair and Vice Chair)
President/ President Elect	Hospital and Auxiliary policies and resolution of all issues not solved via offices above.

GENERAL ADMINISTRATIVE POLICIES

Section 1. The President or President-Elect should always be accompanied by a member of the Administrative Board when meeting with anyone outside the Auxiliary to discuss Auxiliary business.

Section 2. Members may not use the Auxiliary as a platform to solicit any other organization, either civic, benevolent, or commercial. The Auxiliary membership list is to be used for Auxiliary or hospital business only.

Section 3. No part of the activities of this organization shall consist of participating in any political campaign on behalf of any candidate for public office or attempting to influence legislation.

Section 4. The Auxiliary reserves the right to amend these Policies and Procedures.

DEPARTMENTS

GENERAL DUTIES: All volunteers serve as liaisons between patients, visitors, families, and hospital staff. Specific duties are assigned within each service by the Department Chairperson and the hospital's Department Head.

Each service is coordinated by a Department Chairperson who is appointed by the President. The Department Chairperson is, with the assistance of a President-approved Vice Chairperson, responsible for:

- a. attending Administrative Board meetings on the third Wednesday of each month;
- b. participating in the final interview process of Auxiliary candidates to ascertain suitability for the service;
- c. ensuring newly assigned Auxilians are sufficiently trained by Auxiliary members who excel at that service. That trainer also assists the new member in obtaining the picture ID badge and appropriate security access codes, if applicable;
- d. scheduling assignments and submitting a monthly calendar to the Auxiliary office by the 5th of each month and alerting the Auxiliary office of any permanent schedule changes;
- e. ensuring that members in that department know the procedure for obtaining subs when needed;
- f. determining and communicating the staffing needs of the service to Membership;
- g. communicating with the Auxilians in the service about important matters and announcements regarding the hospital and the Auxiliary;
- h. keeping job descriptions up to date;
- i. managing department member self-evaluations and the Compliance Training Review annually;
- j. alerting the Vice President Membership or the Volunteer Chair if a service department member is not able to perform his/her duties; and,
- k. submitting a brief written Annual Service Report to the President by August 15th each year.

Each Chairperson and Vice Chairperson receives 250 incentive hours on August 15th for the previous year's work.

Section 1. ADMINISTRATION CLERICAL SERVICES – Volunteers in this service provide reception and support services in the Administration Office.

Section 2. EMERGENCY DEPARTMENT REGISTRATION – These volunteers assist the registrars by checking in patients who are receiving medical treatment in the Emergency Department. They escort visitors to the correct Emergency Department hospital room. They also escort visitors to the correct destinations within the hospital complex. Knowledge of correct use, cleaning and tagging of wheelchairs is essential as well as ensuring there is an adequate supply of wheelchairs available for patient use.

Section 3. EMERGENCY DEPARTMENT SUPPORT – Volunteers are responsible for restocking patient areas with linens and supplies, as well as providing support to nursing staff and doctors as needed.

Section 4. GIFT SHOP – The Gift Shop volunteers sell gifts, snacks, drinks, and flowers for the convenience of staff and visitors. In addition to the General Duties above, the Gift Shop Chairperson shall be responsible for maintenance and operation of the Gift Shop, keep a set of books for the shop and keep records of the operating funds. All checks written shall be signed by the Gift Shop Chairperson. The Chairperson shall see to it that, periodically, funds shall be turned over to the Treasurer for deposit into the bank account of the Auxiliary. Records of the Gift Shop shall be given to the Treasurer each year for a review and compilation to be made along with the review and compilation of the Auxiliary's financial records. All purchases or charges will use the Auxiliary's ID number. The Gift Shop Chairperson shall ensure that copies of financial records are also saved periodically to the hospital's server and the Auxiliary computer.

Section 5. IMAGING – This department has volunteers in two areas, the Imaging department located in the main hospital building and PET Scan Registration located in Building B. Volunteers at the Imaging department support the Customer Service reps in processing registered patients to complete their visit including escorting them to their appropriate procedure. Volunteers at PET Scan in Building B support the registration process and the technologist in receiving patients and

assist any visitors who may be accompanying the patient. In both areas volunteers need ability to push patients in wheelchairs and be familiar with wheelchair usage and cleaning.

Section 6. MAMMOGRAPHY/BONE DENSITY - Volunteers at Medical Office Bldg. C, assist patients scheduled for mammograms and bone density procedures.

Section 7. MATERIALS MANAGEMENT – This department is responsible for routine supplies replenishment ordering, transporting, stocking, and reconciliation to maintain an inventory of disposable products necessary for daily patient care, safety, and recovery.

Section 8. MITRICK WELCOME CENTER – Volunteers in this service represent an important first “face” in the Baptist Medical Center Beaches experience for patients, families, and visitors. They greet and welcome people coming into the hospital and provide information to visitors (as authorized for patients) regarding patient and service locations. They also direct visitors to their destinations in the hospital. Volunteers at this desk need to be familiar with the hospital's patient database. Knowledge of correct use, cleaning and tagging of wheelchairs is essential.

Section 9. OUTPATIENT REGISTRATION - These volunteers assist the registrars by checking in patients who are having procedures or being admitted to the hospital. They escort them to the correct outpatient service department or to their hospital room. Working with folders and assisting patients in filling out forms as well as collating and stapling is sometimes necessary. Ability to push patients in a wheelchair and familiarity with correct use, cleaning and tagging of wheelchairs is essential.

Section 10. PHYSICAL THERAPY- Physical Therapy volunteers greet and welcome patients and assist physical therapy staff as needed in Medical Office Building B; 2nd floor.

Section 11. SHUTTEL CART DRIVER – The Shuttle Cart Drivers provide safe and reliable transport for patients/visitors from the parking lots to the requested entrances. These include but are not

limited to, Main Entrance, Emergence Entrance, Surgery Entrance, Maternity Entrance, and Buildings A, B and C.

Section 12. SURGERY REGISTRATION - Surgery Registration volunteers work at the Registration Desk in the Surgery Pavilion. They welcome and log-in patients who are already pre-registered for surgical procedures or need to complete the registration process.

Section 13. SURGERY SUPPORT - Volunteers working in the support area restock and supply the surgical, admitting, recovery and discharge areas, disinfect surfaces (registrar door handles, chairs, outer desk surfaces, and palm scanner, stretchers), as well as provide other support to the nursing staff and doctors as requested.

Section 14. WILSON/EPSTEIN CENTER – Volunteers at the Wilson Epstein Center work with patients and help with clerical tasks in Cardiac Rehab.

PROGRAMS

Section 1. LOBBY SALES - This Chairperson is responsible for scheduling and staffing lobby sales from outside vendors under the hospital's guidelines.

Section 2. NEWSLETTER/PUBLICITY - This Chairperson shall be responsible for producing and mailing the Auxiliary newsletter in October and before each Quarterly meeting. The draft of the newsletter shall be approved by the President or someone designated by the President. The Newsletter/Publicity Chairperson shall also be responsible for submitting articles and items of local interest to local media through the Auxiliary's Liaison.

Section 3. OUTREACH – The Chairperson shall be the person responsible for various outreach programs such as Veterans' Support (Section 11). The Chairperson shall also investigate new opportunities for Auxiliary outreach to the community.

Section 4. PHOTOGRAPHIC HISTORIAN – This Chairperson will maintain an electronic photographic record and bulletin board with activities of the Auxiliary and hospital.

Section 5. SCHOLARSHIPS – This Chairperson with the assistance of the Scholarship Committee shall recommend individuals to the Executive Committee and then the recipients will be announced to the Administrative Board. The Chairperson will facilitate distribution of approved funds with the Treasurer’s assistance. A minimum of one scholarship shall be awarded annually to an individual with a Beaches connection enrolled in an accredited professional healthcare program at an educational institution available within the state of Florida.

Section 6. SOCIAL AND HOSPITALITY - This committee shall be responsible for planning and organizing any social function sponsored by the Auxiliary including, but not limited to, the Annual Luncheon, Auxiliary Christmas party, Tree of Remembrance program, children’s Easter party and Employment Appreciation Dessert Day.

Section 7. TEENAGE VOLUNTEERS (TAV) - The Chairperson shall assist the Liaison in screening applicants, training and scheduling, record-keeping (including school forms), and presenting TAVs with appropriate recognition annually.

Section 8. TELEPHONE TREE - The Chairperson of this service shall be responsible for notifying all members of the Administrative Board of the monthly meetings. During a hospital emergency (e.g. hurricane), the Liaison will alert the Auxiliary President, and advise them to call all Chairpersons or their Vice Chairpersons to alert them to important advisories and ask them to forward those advisories to their department members.

Section 9. TREE OF REMEMBRANCE FUNDRAISING – In November and December, members of the community are invited to make donations to the Auxiliary in honor of individuals, either living or deceased. The Chairperson, with the assistance of the Volunteer Information Coordinator (VIC), announces the fundraiser via bulk mailing, maintains all records, purchases all materials, and writes acknowledgements for all donations. The Chairperson and VIC

manages budgeting, supplies and donation requests to members and outside donors, as well as acknowledgment of donations received.

Section 10. VOLUNTEER MEMBERSHIP - The Chairperson shall assist the Vice-President, Membership in the interview, selection, and orientation of new members. In addition, the Volunteer Chairperson with the assistance of the Volunteer Vice Chairperson:

- a. orders uniforms and hospital Auxiliary emblems for each new member and award pins for earned hours of credit for duties performed by members;
- b. works closely with the President to help promote and maintain the morale of individual volunteer workers and their effectiveness as a group;
- c. presents to the Executive Committee at each Board Meeting the names of new members, services selected and new Life members;
- d. assists Employee Health with the monitoring of annual flu shots by directing the Membership Secretary to contact Auxiliary members via email; and
- e. presents the Auxiliary Annual Hours Report to the Liaison each September for hospital reporting purposes.

Section 11. VOLUNTEER INFORMATION COORDINATOR (VIC) – This coordinator assists the Vice President, Membership in record keeping and shall be responsible for maintaining the VsysOne database at the log-in desks as well as in the Auxiliary office. Duties shall include maintaining records of hours worked and travel, updating the Hours Report monthly for submission to the Volunteer Chairperson, updating the membership database weekly, creating reports for awards, sending a monthly Compliance Report to the Liaison, and other reports as requested. The VIC also edits and updates the Yearbook annually and performs other office functions.

Section 12. VOLUNTEER MEMBERSHIP SECRETARY – The secretary is responsible for assisting the Vice President, Membership, the Volunteer Chair and Vice Chair with secretarial assistance, to include, but not limited to, notifying Auxiliary members of annual flu shot compliance as reported to Membership by Employee Health

and preparing Annual Compliance and Self Evaluation forms for distribution to Department Chairs at the February Administrative Board meeting and their collection in March. The Membership Secretary and other office personnel also provide secretarial assistance to members of the Administrative Board as necessary.

BYLAWS

ARTICLE I – NAME

The name of this not-for-profit organization shall be the Baptist Medical Center Beaches Auxiliary and shall be in Jacksonville Beach, Florida.

ARTICLE II – PURPOSE

This organization exists to:

- a. serve and assist Baptist Medical Center Beaches.
- b. render financial aid to Baptist Medical Center Beaches within the ability of the membership.
- c. offer a minimum of one annual scholarship to an individual enrolled in an accredited healthcare professional program at an educational institution within Florida subject to the eligibility criteria established by the Scholarship Committee and approved by the Administrative Board.
- d. promote goodwill in the community for Baptist Medical Center Beaches.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Applicants for active Auxiliary membership are required to be at least age 18 and submit a completed application. Each applicant must be interviewed by the Vice President, Membership, and the Volunteer Chairperson. During the interview process, each applicant will be required to submit authorization for and pass a background investigation which will be conducted by Human Resources. The interview with Employee Health will include testing for TB. Applicants are also required to have current immunizations. In the absence of approved documentation, blood testing will be required. Once the interview and approval processes are complete, new Auxilians must complete training in their selected service.

Section 2. There shall be the following types of members:

- a. ACTIVE MEMBERS shall work regularly scheduled shifts in assigned volunteer services at or for the hospital. Annual dues, due on or before October 1st, are \$10.00. Members joining on or after April 1st (mid-year) will pay \$5.00. Members joining in September will pay dues for the following fiscal year.
- b. LIFE MEMBERS pay a one-time membership fee of \$100.00 and are exempt from annual dues thereafter. Life members may or may not be active in the Auxiliary.
- c. INACTIVE or ASSOCIATE MEMBERS support the purpose of the Auxiliary but do not actively participate in any Auxiliary Department or Program. Annual dues are \$15.00 and are due on or before October 1st.
- d. HONORARY LIFE MEMBERSHIP may be given to any Auxilian who performs outstanding service to the hospital and/or the Auxiliary at the discretion of the President. This does not exempt the Auxilian from payment of dues.
- e. The Volunteer Chairperson shall notify members in arrears.
- f. The fiscal year shall be from October 1st through September 30th.

ARTICLE IV – MEETINGS

Section 1. General meetings of the membership shall be held quarterly on the third Wednesday in the months of January, April, and July. The Annual Meeting shall be held the fourth Wednesday in September.

- a. The President or the majority of the Administrative Board may call a meeting of the General Membership.
- b. Change of date and time of the Quarterly Meeting shall be determined by the Executive Committee.

Section 2. The regular monthly meeting of the Administrative Board is held at 10:00 a.m. on the third Wednesday of each month, unless otherwise ordered by the Administrative Board. The Executive Committee meets prior to the Administrative Board meeting each month at a time determined by the President.

Special meetings of the Administrative Board may be called by the President or a majority of the Executive Committee. The purpose of the meeting must be stated.

ARTICLE V – QUORUM

A majority vote by half the members present, including two or more are elected officers, shall constitute a quorum of the Administrative Board.

ARTICLE VI – NOMINATIONS

Section 1. The first order of business of the new President of the Auxiliary at the annual installation meeting in September shall be to introduce the new Administrative Board. At the first meeting of the Executive Committee, one member shall be elected to serve on the Nominating Committee. At the first Administrative Board meeting, two members shall be elected to serve on the Nominating Committee. At the first quarterly meeting, two members from the general membership shall be elected to serve.

- a. This committee shall hold its initial meeting not later than the last week in March, at which time the Chairperson shall be elected.
- b. This committee shall present a list of qualified candidates consisting of one name for each Executive Committee office to be voted upon at the July General Meeting. They will have ascertained each candidate is willing to serve, if elected. The President, President-Elect and Treasurer, should have experience on the Administrative Board, but the qualification can be waived by the Executive Committee. The Recording Secretary and the Corresponding Secretary may be nominated even though they have not served on the Administrative Board. However, if the Treasurer, Recording Secretary, or the Corresponding Secretary came to the Board without prior service on the Administrative Board, they must serve two years on the Executive Committee to be eligible for the

nomination for President-Elect or Vice-President, Membership.

- c. Nominations may be made from the floor with the previous consent of the nominee.
- d. Neither the President nor the President-Elect shall make recommendations to the Nominating Committee unless asked.
- e. Resignations:
 - i. If the President resigns while in office, the President-Elect shall assume the office of President for the remainder of the President's unexpired term, continuing into the President-Elect's elected term. If the President-Elect resigns while in office, the Nominating Committee shall reconvene to nominate a new President-Elect. That candidate shall be presented at the next Quarterly Meeting and a vote held.
 - ii. If any other member of the Executive Committee resigns while in office, the President shall appoint a replacement to fill the unexpired term, subject to the approval of the Executive Committee and Administrative Board.
 - iii. If the President-Elect is elected in July and is not able to take office on October 1st, the Nominating Committee shall meet to select a new President-Elect. That person shall be presented at the next quarterly meeting and a vote shall be held. If any other member of the Executive Committee is elected in July and is not able to take office on October 1st, the current Nominating Committee reconvenes and recommends a replacement that requires approval at the next Executive Committee and Administrative Board meetings.

ARTICLE VII – ELECTIONS

Section 1. The annual election of officers of this organization shall be held during the July General Meeting.

- a. When there are no nominations from the floor and there is only one candidate for each office, election shall be by acclamation. If more than one candidate is offered for the same office, election shall be by ballot and the plurality shall elect.
- b. Installation of the officers shall be held at the September Annual Meeting, and they shall assume the duties of their offices on October 1st, the first day of the new fiscal year.

ARTICLE VIII – TERM OF OFFICE

All elected officers on the Executive Committee may hold office for one (1) year, with the option of serving in that office the year immediately following. If an officer is interested in serving more than two years, a recommendation can be submitted to the Executive Committee by the Nominating Committee. The Executive Committee will then recommend approval to the Administrative Board for a one-year extension or until a successor is elected.

The Treasurer may be elected up to four (4) consecutive years or until a successor is elected.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1. The six (6) elected officers of the Auxiliary shall comprise the Executive Committee.

Section 2. The elected officers shall be:

- President
- President-Elect
- Vice-President, Membership
- Recording Secretary

Corresponding Secretary
Treasurer

Section 3. The Executive Committee shall be empowered to act, in case of emergency, for the Administrative Board on all matters properly within the jurisdiction of the Board. All such action by the Executive Committee shall be reported to the Board at its next meeting for ratification.

Section 4. A majority (4) of the members of the Executive Committee shall constitute a quorum.

ARTICLE X – ADMINISTRATIVE BOARD

Section 1. The Administrative Board shall consist of the elected officers, immediate Past President, and Chairpersons of all services. Chairpersons are encouraged to appoint a Vice-Chairperson with the approval of the President.

- a. The President and Auxiliary Liaison of Baptist Medical Center Beaches shall be ex-officio members.
- b. The Administrative Board shall be empowered to transact all business between General Meetings.
- c. Policies may be changed, amended, or removed at any regular meeting of the Administrative Board.

ARTICLE XI – DUTIES OF OFFICERS

Section 1. The PRESIDENT shall preside at all open meetings of the Auxiliary and at all Administrative Board and Executive Committee meetings, and shall:

- a. cast the deciding vote during voting in case of a tie;
- b. appoint the Chairpersons of services;
- c. have the power to fill all vacancies in office for the unexpired term, subject to the approval of the Executive Committee and Administrative Board, with the exception of Office of the

President-Elect. Should a vacancy occur, the Nominating Committee shall meet to select a new President-Elect. That person shall be presented at the next quarterly meeting and a vote shall be held;

- d. be an ex-officio member of all committees, except the Nominating Committee;
- e. have general supervision over all activities of the Auxiliary and perform all duties incident to the office of President;
- f. present a condensed written narrative report at the annual September Meeting of the Auxiliary.

Section 2. The position of PRESIDENT-ELECT exists to provide a learning period for the individual who will become President. The President-Elect shall perform the duties of the office of President whenever the President is unable to do so. The President-Elect shall accompany the President to any meeting involving Auxiliary business. In the event of a vacancy in the office of President, the unexpired term shall be filled by the President-Elect who shall also continue to serve the term for which regularly elected.

Section 3. The VICE-PRESIDENT, MEMBERSHIP shall recruit, interview, vet and assign new members in partnership with the Volunteer Chairperson as well as assist the President in duties as assigned, including all special events.

Section 4. The RECORDING SECRETARY shall record the proceedings of each meeting of the general membership of the Auxiliary, the Administrative Board; and the Executive Committee. The minutes of all meetings shall be maintained in the Auxiliary office.

Section 5. The CORRESPONDING SECRETARY shall attend to all the correspondence pertaining to the Auxiliary and send out mailings as requested by the President. When the Auxiliary receives donations as memorial gifts, the Corresponding Secretary shall write thank-you notes to the donors and compile and send a list of donors to the bereaved family without listing amounts. The memorial donations are given to the Treasurer for deposit. In the event of the death of an Auxiliary member, parent, spouse or child, the Corresponding

Secretary notifies the Treasurer who will record a \$50.00 donation to the Memorial Fund.

Section 6. The TREASURER shall have charge of all funds of the Auxiliary, except the operating fund of the Gift Shop, which shall be maintained by the Gift Shop Chairperson.

- a. The Treasurer shall receive membership dues, pay all bills as instructed by the President, make a monthly report of receipts and disbursements, and prepare the annual budget. In case of emergency, during the absence of the Treasurer, the President may sign checks.
- b. The Treasurer, the President, and any other member of the Administrative Board who handles money shall be bonded, the cost of the bond to be borne by the organization. The Treasurer's books shall be compiled and reviewed annually.
- c. Upon the death of a member, parent, husband, wife, or child, a \$50.00 donation shall be transferred from the Auxiliary Treasury to the Auxiliary Memorial Fund as a gift from the Membership in memory of the deceased. This Auxiliary Memorial Fund will be donated to the hospital at the Annual Meeting.
- d. The Treasurer, with the approval of the Executive Board, shall be responsible for investing funds for the Auxiliary.

ARTICLE XII – AMENDMENTS

If any changes or revisions are required, they shall be presented to the Executive Committee for review. The decision of the Executive Committee shall be final if the presented change(s) or revision(s) is/are not accepted. If accepted, such change(s)/revision(s) shall be presented by a motion for approval to the Administrative Board prior to presentation by motion for approval to the General Membership at a quarterly meeting.

These Bylaws may be amended at any general meeting of the membership of the Auxiliary by a two-thirds vote, provided the notice of the amendment has been given to members ten (10) days prior to the meeting.

ARTICLE XIII – GOVERNMENT

The rules contained in “ROBERT’S RULES OF ORDER, NEWLY REVISED” shall govern in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Special Rules of the Auxiliary.

Notwithstanding any other provision of these articles, this not-for-profit Auxiliary shall not carry on any other activities not permitted to be carried on by:

- a. a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or corresponding provision of any future United States Internal Revenue Law, or
- b. a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

ARTICLE XIV – DISSOLUTION

In the event of the dissolution of the Baptist Medical Center Beaches Auxiliary, the residual assets of the Auxiliary will be turned over to the hospital.