

March 2003

**CONSTITUTION**  
Of the  
**HEALTH SERVICES AUXILIARY**  
Madigan Army Medical Center

**ARTICLE 1- NAME AND AUTHORITY**

**Section 1:** The name of this organization shall be the Health Services Auxiliary, hereinafter referred to as the Auxiliary. The principle place of operation of the auxiliary shall be Madigan Army Medical Center (hereinafter referred to as MAMC), Fort Lewis, Washington.

**Section 2:** The Auxiliary is established as a Private Organization under the provisions of DOD Instruction (SOSI) 1000.15 and its supplements, and it exists on the military installation at the discretion of, and written consent granted by the Commanding General (CG) of Western Regional Medical Command (WRMC) and Madigan Army Medical Center (MAMC). This consent is contingent upon the following requirements and conditions.

- a) Programs and activities conducted shall not prejudice or discredit the military service or other agencies of the United States Government.
- b) Activities shall not be conducted in the name of the Installation or any organization of the Army establishment.
- c) Neither the Army nor a non-appropriated fund, as defined in DODI 1000.15, and its supplements shall assert claim to the assets of the Auxiliary, nor shall the Army or any non-appropriated fund incur any obligation on behalf of, or assume any of, the obligations of the Auxiliary.
- d) The auxiliary shall not engage in activities which are in conflict with non-appropriated and appropriated fund activities as defined in DODI 1000.15.
- e) The nature and authorized function of the Auxiliary, together with provisions for proper disposition of residual assets and liabilities upon dissolution, shall be established in the Constitution and Bylaws.
- f) The Auxiliary shall be a self-sustaining, nongovernmental organization or association and receive no support, assistance, or facilities from the Army or non-appropriated fund as defined in DODI 1000.15.
- g) The Commanding General of Western Regional Medical Command and Madigan Army Medical Center, has the authority to enforce compliance by the Auxiliary with the conditions enumerated herein, to inquire into their activities and to withdraw his/her consent for its existence on the installation if deemed necessary to further the interest of the Government.

- h) The Auxiliary shall be constituted, established, and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Government. The Auxiliary is not established or operated pursuant to authority vested in the Army or any official of the Army.
- i) Auxiliary shall review Constitution and Bylaws every two years to ensure it is representing purpose and reflects current organization.

## **ARTICLE 2- PURPOSE**

**Section 1:** The Auxiliary shall be a private organization and act primarily as an auxiliary to MAMC.

**Section 2:** The Auxiliary shall voluntarily provide financial and philanthropic support and assistance to the Army Medical Department (AMEDD) of Fort Lewis, which in turn supports I Corps and Fort Lewis in its entirety, upon request, and with the concurrence of the CG WRMC and MAMC, or his/her designee.

**Section 3:** The auxiliary shall promote fellowship and camaraderie among its members.

**Section 4:** the Auxiliary Board must approve voluntary support to the surrounding civilian and military communities.

## **ARTICLE 3-JURISDICTION**

**Section 1:** This Auxiliary shall abide by DODI 1000.15 and by policies designated in writing by the CG WRMC and MAMC.

**Section 2:** A current copy of the Constitution, Bylaws, and Army Regulations herein referenced must be on file in the office of the CG WRMC and MAMC, Directorate of Community Activities (DCA), and with the Auxiliary Recording Secretary and Parliamentarian.

**Section 3:** Each Executive Board member must have a current copy of the Constitution and Bylaws. A copy of the Constitution and Bylaws shall be made available to each member of the Auxiliary upon request.

**Section 4:** All business of the Auxiliary Board shall be conducted in a regular or called meeting. In case of emergency actions, the Recording Secretary shall submit a written record of the telephone vote for inclusion in the minutes.

## ARTICLE 4-PARLIAMENTARY AUTHORITY

**Section 1:** The Auxiliary shall be administered in accordance with the Constitution and Bylaws of the Health Services Auxiliary and other applicable directives under the supervision of the Executive Board. Unless otherwise provided herein, all business shall be conducted in accordance with **Robert's Rules of Order, Newly Revised**.

**Section 2:** The incoming President with the approval of the Executive Board shall appoint The Parliamentarian. The Parliamentarian shall serve without vote.

## ARTICLE 5-MEMBERSHIP

**Section 1:** Membership shall be on a voluntary basis and shall consist of three classes: General, Joint and Honorary.

- a) No person because of race, color, creed, sex, age, disability or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination.
- b) The Joint Ethics Regulation (JER), DOD 5500-7-R, governs membership drives.

**Section 2: General Membership.** General members shall have all privileges of voting at the general meeting, and the right to hold an elected or appointed office. They may participate in all social, cultural and welfare activities. General members shall pay annual membership dues in an amount determined annually by the Auxiliary Board. General membership shall be available to:

- a) Spouses of active duty soldiers assigned or attached to Army Medical Department (AMEDD) at Fort Lewis.
- b) Family members (over the age of 18) of active duty soldiers assigned or attached to AMEDD at Fort Lewis.
- c) Soldiers assigned or attached to AMEDD at Fort Lewis .
- d) Soldiers' spouses who are currently serving at Army medical facilities of other commands but whose families have remained in the Fort Lewis area.

- e) The Retirees (military and civilian employees) and their family members who served AMEDD at Fort Lewis.
- f) The widows/widowers of soldiers or civilian employees who served AMEDD at Fort Lewis.
- g) Civilians, civilian contractors and their spouses who are attached to AMEDD at Fort Lewis.

**Section 3: Joint Membership.** Joint membership shall be available to the active members of the Officer spouses Club of Fort Lewis (OSCFL) and the Enlisted Spouses Club of Fort Lewis (ESCFL) who have connections to AMEDD at Fort Lewis. Joint members shall enjoy all privileges of general members and shall pay annual dues.

**Section 4: Honorary Membership.** The spouse of the Commanding General of I Corps and Fort Lewis, the spouse of the Commanding General of Western Regional Medical Command and Madigan Army Medical Center, and all other past MAMC Commanders shall be invited to be honorary members. The spouse of the following: Deputy Commanding General and Chief of Staff of I Corps, The Deputy Commanding General for Training Readiness for I Corps and the Chief of BCC of Fort Lewis shall be invited to be honorary members. Honorary members are not required to pay annual dues and shall not vote.

## **ARTICLE 6-MEETINGS, QUORUMS**

### **Section 1: General Membership Meetings.**

- a) Regular meeting of the General Membership shall be held from September through May. All business shall be conducted at regular meetings.
- b) Special meetings of the General Membership for the purpose of conducting business may be called by the President with the concurrence of two-thirds (2/3) of the voting members of the Auxiliary Board.
- c) Any active member may seek to have a special meeting called by submitting such a proposal to the President and should that fail, by direct petition to the Executive Board, which shall then consider the matter and approve the request with two-thirds (2/3) of the voting members of the Executive Board concurring.

## **Section 2: Board Meetings.**

- a) The Auxiliary Board shall meet at least once monthly or as designated by the President.
- b) Special meetings of the Executive or the Auxiliary Board may be called at the discretion of the President.
- c) Any member in good standing may attend Auxiliary Board Meetings but shall not vote.
- d) A quorum of the Auxiliary Board shall consist of fifty (50) percent of the voting members.

## **ARTICLE 7-OFFICERS AND BOARD MEMBERS**

**Section 1:** The Executive Board of the Auxiliary shall consist of the following. The Senior Honorary Advisors, Honorary Advisors and the Parliamentarian, and the following elected positions: President, Vice-president, Recording Secretary, Corresponding Secretary and Treasurer. Elected members shall hold office for a term of one year.

**Section 2:** The spouses of the Commanding General I Corps and Fort Lewis and the Commanding General of Western Regional Medical Command and Madigan Army Medical Center, shall be invited to be Senior Honorary Advisors and shall serve in an advisory capacity only to the Auxiliary and Executive Boards. The spouses of the Western Region Dental Commander and the Western Region Veterinary Commander shall be invited to be Honorary Advisors and shall serve in an advisory capacity only to the Auxiliary and Executive Boards. The spouse of the Command Sergeant Major of Western Regional Medical Command and Madigan Army Medical Center shall be invited to be an Honorary Advisor and shall serve in an advisory capacity only to the Auxiliary and Executive Boards. The spouse of the CG WRMC and MAMC shall extend invitations to Honorary positions at the beginning of the year.

**Section 3:** The Auxiliary board shall consist of the Executive Board and appointed committee chairs and community liaisons and shall manage the Auxiliary in accordance with the Constitution. At least two-thirds (2/3) of the Auxiliary Board shall be comprised of those who qualify for General Membership.

#### **Section 4: Removal of Officers**

- a) Officers may be removed for cause from their elected positions. A member may request removal of any officer of the Auxiliary. The Request for Removal shall be made in writing to the President. If the Request for Removal is for removal of the President, then the Request for Removal shall be made in writing to the vice-president.
- b) The Request for Removal shall describe with particularity the reason(s) for the Request for Removal. The Request shall be countersigned by at least one Executive Board Member. The President shall send copies of the Request for Removal and any supporting documents to each Auxiliary Board Member and to the office being considered for removal. The copies shall be sent in a timely manner.
- c) The President shall call an emergency meeting of the Executive Board members no more than ten (10) days from the date of the receipt of the Request for Removal.
- d) The Executive Board shall have the power to recommend the removal of an officer providing two-thirds (2/3) of the voting members of the Executive Board are present. A majority of the quorum of the Executive Board shall be required to recommend removal.
- e) Upon recommendation of removal by the Executive Board, the Membership shall be sent a notice setting the time of a meeting to be held within fourteen (14) days of the date of the recommendation of removal by the Executive Board. Removal shall require a simple majority of the general members present at the meeting. NO quorum shall be required.
- f) The officer considered for removal shall have the right to be present for all formal meetings and to speak and present evidence on his/her behalf. Additionally, there shall be an opportunity for full discussion of any and all issues surrounding the Request for Removal.
- g) The voting shall be by secret ballot and the ballots shall be prepared and counted by the Corresponding Secretary. The ballots shall be counted prior to the adjournment of the meeting of the general membership and the Corresponding Secretary shall inform the members of the results.
- h) The Corresponding Secretary shall officially inform the Officer of his/her removal in writing.
- i) The President shall designate a replacement to serve the balance of the term left vacant by the removal of the officer.

## **Section 5: Removal of Appointed Voting Board/Non-Voting Board Members**

- a) Voting Board or Non-Voting Representatives may be removed for cause from their appointed positions. A member may request removal of any officer of the Auxiliary. The Request for Removal shall be made in writing to the President.
- b) The Request for Removal shall describe with particularity the reason(s) for the Request for Removal. The Request shall be countersigned by at least one Executive Board member. The President shall send copies of the Request for Removal and any supporting documents to each Auxiliary Board member and to the person being considered for removal. The copies shall be sent in a timely manner.
- c) The President shall call an emergency meeting of the Executive Board members no more than ten days from the date of the receipt of the Request for Removal.
- d) The Executive Board shall have the power to remove a Voting Board Member/Non-Voting Board Representative providing two thirds (2/3) of the voting members of the Executive Board are present. A majority of the quorum of the Executive board shall be required to recommend removal.
- e) The person considered for removal shall have the right to be present for all formal meetings and to speak and present evidence on his/her behalf. Additionally, there shall be an opportunity for full discussion of any and all issues surrounding the Request for Removal.
- f) The Corresponding Secretary shall officially inform the person of his/her removal in writing.
- g) The President shall designate a replacement to serve the balance of the term left vacant by the removal of the Committee Chair/Community Liaison.

## **ARTICLE 8- NOMINATION AND ELECTION OF OFFICERS**

**Section 1: The President with Executive Board approval shall appoint the nominating committee. The President shall then appoint a Chairman of the Nominating Committee with the approval of the Executive Board.**

### **Section 2:**

- a) The nominating committee shall consist of an uneven member, a minimum of three and a maximum of seven. It shall reflect the diversity of the membership in this way, members from the General Membership, Auxiliary Board and Executive Board.
- b) Each nominee must be a general member in good standing.
- c) The names of the proposed slate of officers will be announced to the Executive Board at the December or January board meeting and to the general membership in February (via newsletter).

- d) Nominations may be made from the floor at the February general membership meeting.
- e) Voting shall be held at the March general meeting. Elected officers shall be installed and assume office at the May general meeting.

**Section 3:**

- a) Motion made and duly seconded from the floor and approved by two-thirds (2/3) of the qualified voters present elects the officer nominated by the nominating committee.
- b) A written ballot is mandatory for each office for which nomination from the floor has been made and fully seconded, provided the consent of the eligible nominee has been previously obtained.

**ARTICLE 9-FINANCES**

**Section 1:** The revenue necessary to pursue the objectives described in Article 2 shall be derived from dues paid by the general and joint membership and from the revenue-producing activities entered into by the Auxiliary when required, approved and conducted under the guidance and supervision of the Executive Board. All revenue-producing activities shall have prior approval of the DPCA of Fort Lewis, Washington. The Joint Ethics Regulation (JER) DOD 5500.7-R governs these activities.

**Section 2:** In the event the Operating Fund is insufficient to meet the Auxiliary's operating requirements, up to, but not to exceed, twenty (20) percent of funds then held for welfare purposes may be used for operational needs.

**Section 3:** The Auxiliary is a nonprofit organization and has a Federal Tax Identification number #23-7428518 which shall appear on all accounts.

**Section 4:** The President and Treasurer have the authority to conduct the banking business of the Auxiliary.

**Section 5:** No member may obligate the Auxiliary financially or for volunteer service without prior approval of the Auxiliary Board.

**Section 6:** The Treasurer's books shall be audited at the earliest possible time following the close of the term of office. The books shall then be turned over to the incoming Treasurer. This service shall be done either by a Certified Public Accountant or a licensed Public Accountant..

**Section 7:** The Auxiliary Board shall expressly approve all expenditures essential for the operation of the Auxiliary and shall ensure that all disbursements are within the purpose for which the Auxiliary was established.

**Section 8:** The board shall not incur any financial obligations which extend beyond its term of office with the exception of pre-financed, ongoing fundraisers.

**Section 9:** In no event shall the United States Government be held liable in fact or in spirit for any indebtedness incurred by the Auxiliary.

## **ARTICLE 10-RECORDS**

The Recording Secretary shall maintain a historical file consisting of the following permanent records:

- a) Original Constitution with all current revisions.
- b) DODI 1000.15, FL 210-14
- c) Original Bylaws with all current revisions
- d) Minutes and financial statements for the previous three (3) years.
- e) A current list of members.

## **ARTICLE 11- PROPERTY**

The property of the Auxiliary shall consist of such articles as may properly come into its possession. The Corresponding Secretary shall account for the property in accordance with sound business practices using DODI 1000.15 as a guide, a written inventory of property will be provided for board members.

## **Article 12-ADMENDMENTS AND ADOPTION**

**Section 1:** The Constitution may be amended or repealed by a two-thirds (2/3) vote of the quorum at any regular or special meeting of the general membership.

**Section 2:** The above action must have the approval of the Executive Board and have a fifteen (15) day prior notice to the general membership.

**Section 3:** Amendments to the Constitution or adoption of a new Constitution shall become effective upon the approval of the Commanding General of Western Regional Medical Command and Madigan Army Medical Center or his/her designee.

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**Section 4:** This Constitution shall become effective upon adoption in a duly constituted regular or special meeting by two-thirds (2/3) of the general membership present and

upon approval of the Commanding General of Western Regional Medical Command and Madigan Army Medical Center or his/her designee. This Constitution shall then supercede all previous constitutions and amendments.

**Section 5:** This Constitution was approved by the general membership on

**ARTICLE 13-PROCUDURES UPON DISSOLUTION OF THE AUXILIARY**

Upon dissolution of the Auxiliary by two-thirds (2/3) vote of the general membership present, without any provision to meet again in the future, the funds of the Auxiliary, all residual assets and properties (after payment of all liabilities) shall be disposed of in a manner consistent with Article 2 and so determined by a two-thirds (2/3) vote of the Executive Board members or in accordance with DODI 1000.15. If liabilities exceed assets, each member shall be assessed hi/her pro rate share for the remaining debt after assets have been liquidated and applied toward liabilities.

March 2003

**BYLAWS  
HEALTH SERVICES AUCILIARY  
MADIGAN ARMY MEDICAL CENTER**

**ARTICLE 1-PURPOSE**

Bylaws provide for the operating policies of the current Auxiliary Board.

**Section 1**

Madigan Army Medical Center (MAMC) Health Services Auxiliary (hereinafter referred to as the Auxiliary) will use the protocol invitation list provided by the Public Affairs Office (PAO).

**Section 2**

Members of the voting Auxiliary Board will not be obligated to assume any position on any other board or on any other committee for any other military community organization with out their permission.

**Section 3**

Payments by the voting Auxiliary Board for Auxiliary guests at any Auxiliary function will have prior approval of the Auxiliary Board.

**Section 4**

Special gifts will be given only with prior approval of the voting Auxiliary Board.

**Section 5**

Membership dues must be paid prior to or at the second attended function.

**Section 6**

The sum of not less than \$1000.00 will remain in the operating fund of the treasurer at the close of the board year to provide for the operating expenses of the incoming board.

**Section 7**

The sum of not less than \$1000.00 will remain in the welfare fund of the treasury at the close of the board year to provide for the welfare expenses of the incoming board.

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**ARTICLE 2-DUTIES OF OFFICERS**

**Section 1- Any General Member of Health Services Auxiliary who wishes to run for an Executive Office must be a spouse of a Staff Sergeant (E-6) or higher who is associated with AMMED at Fort Lewis.**

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## **Section 2 – Senior Honorary Advisors and Honorary Advisors**

**The Senior Honorary and Honorary Advisors shall normally attend general membership, special, Executive and Auxiliary board meetings and provide appropriate guidance in all matters pertaining to the Auxiliary. The Senior Honorary Advisors and Honorary Advisors will be asked to serve on the Constitution and Bylaw Review Committee and the Budget Committee.**

## **Section 3- President**

The President will preside at the meetings of the Auxiliary and the Executive Board, and will be a member (ex-officio) of all committees except the nomination committee. The President will, with the Treasurer, sign all contracts and obligations authorized by the Auxiliary Board. The President will appoint all of the voting board/chairmen and non-voting board/representatives unless otherwise indicated. The President will vote only in case of a tie. The President shall be bonded, and she will serve on the Constitution and Bylaw Review Committee and the Budget Committee.

## **Section 4- Vice President**

The Vice President will assist the President and perform the duties of the President in her absence. The Vice President is responsible for arranging monthly programs and staying within its designated yearly budget. Proposed programs for the year will be presented to the Auxiliary Board no later than August of the year they are serving. The Vice President will introduce the programs at the monthly meetings. The Vice President will assume the duties of the office of President should that office be vacated. The Executive Board will then appoint a successor to this office as prescribed by Section 8 of this Article. The Vice President will be responsible for adding the President's name to the HSA plaque and purchasing a gift for the outgoing President, not to exceed \$50.00. The Vice President will serve on the Constitution and Bylaw Review Committee and the Budget Committee.

## **Section 5- Recording Secretary**

The Recording Secretary will keep a record of all Auxiliary business conducted at the monthly meetings. The Recording Secretary will keep a record of the minutes of the Auxiliary Board meetings, along with the financial statement for the information of the general membership. One copy of the minutes and the financial statement for the period ending the last day of the month will be forwarded monthly to the CG WRMC and MAMC and Fort Lewis DPCA. The Recording Secretary will be responsible for administering any addendum to the minutes to be read at the next scheduled Auxiliary Board meeting. The Recording Secretary is responsible for maintaining the permanent

file as designated in the Constitution, Article 10, and Section 1. The Recording Secretary will maintain a file consisting of newsletters and related publicity for the previous three years. The Recording Secretary will serve on the Constitution and Bylaw Review Committee.

#### **Section 6- Corresponding Secretary**

The Corresponding Secretary will conduct all correspondence of the Auxiliary, to include thank you letters. The Corresponding Secretary will make arrangements for and notify Auxiliary Board members of the time and place of board meetings, and issue notices of all other meetings. The Corresponding Secretary will write and distribute any formal invitations after consulting with a Senior Honorary Advisor, spouse of the CG WRMC & MAMC and the Protocol Officer of MAMC. The Corresponding Secretary will conduct an Auxiliary properties inventory per Article 11 of the Constitution. The Corresponding Secretary may designate a committee to assist her in this duty. The Corresponding Secretary will deliver to her successor all correspondence of a current nature. The Corresponding Secretary will assume the duties of the Recording Secretary in her absence. **The Corresponding Secretary will arrange for the meeting site and on site childcare for Auxiliary Board meetings.**

#### **Section 7- Treasurer**

The Treasurer will keep an itemized account of all receipts, disbursements, and all supporting vouchers and records. The Treasurer will collect all accounts receivable, such as dues and any other funds accrued by the various committees. The Treasurer will disburse the Auxiliary's funds as may be directed by the Auxiliary Board each month. The Treasurer will present the members of the Auxiliary Board with a copy of the monthly financial report, an itemized list of disbursements and an itemized list of accounts receivable. The records of account will be open to inspection by the members of the Auxiliary. Two signatures are required for any business transaction or disbursements of more than \$500.00 authorized by the Auxiliary Board. The Treasurer will be the second signatory. The Treasurer will arrange for the annual audit of the accounts to be completed by July 1 of the year she has served as Treasurer. In this same connection, an audit will be made at any time a new Treasurer assumes the duties as Treasurer between regular elections. The Treasurer shall be responsible for preparing the returns of the Internal Revenue Service if necessary. **The Treasurer will be responsible for paying for any and all childcare used by the Auxiliary Board members for official functions.** The Treasurer shall be bonded and is responsible for securing adequate insurance for the Auxiliary. The Treasurer will serve on the Constitution and Bylaw Review Committee and Budget Committee.

### **Section 8- Parliamentarian**

The Parliamentarian will ensure that Auxiliary and Executive Board meetings are conducted according to proper procedures as outlined in **Robert's Rules of Order, Newly Revised**. The Parliamentarian will be able to explain parliamentary points in a simple and understandable manner. The Parliamentarian will advise the President as needed and aid her in the following of the Constitution and Bylaws. The Parliamentarian is a member of the Executive Board but will serve without vote. The Parliamentarian will be responsible for their budget.

### **Section 9- Vacated Offices**

Should the office of President or Recording Secretary be vacated during term of office, the position will be offered to the Vice President and Corresponding Secretary respectively. Should they be unable to assume the office, the remaining elected officers shall nominate a replacement to be voted upon at a special Auxiliary Board meeting. Should the office of Vice President, Corresponding Secretary or Treasurer be vacated during the term of office, the remaining elected officers shall nominate a replacement to be voted upon at a special Auxiliary Board meeting. Should an elected officer vacate their office, they will give written notice to the Executive Board.

## **ARTICLE 3- VOTING BOARD/STANDING COMMITTEES**

**Section 1: Standing Committees may be created or abolished at the direction of the President with the approval of the Executive and Voting Auxiliary Board.**

**Section 2: All committee chairs will appoint their own committee members, unless membership on a committee is designated in the Constitution. Each Voting Board member shall have one vote unless otherwise noted. If an individual holds more than one voting position, they shall have only one vote. If a position is co-chaired by more than one person they will share one vote. Each Voting Board member will be present, or send a designee, to each Board Meeting.**

**Section 3: The Voting Board/Standing Committees and their duties:**

- a) **BASKET AUCTION CHAIRMAN:** This chairman (**may be co-chaired if desired**) will form and supervise a committee for conducting this major fundraiser entered into by the Auxiliary, in order that it might carry out the purpose and objectives set forth in the Constitution. Upon completion of the Basket Auction, gross profits and expenses will be submitted to the Treasurer to be incorporated into the Treasurer's records. She will submit timely updates and final results to the Newsletter Editor for publication to the membership. They will serve on the Budget Committee. They will be accountable for their budget.

- b) **FUNDRAISING CHAIRMAN:** This chairman (**may be co-chaired if desired**) will form and supervise a committee that conducts fundraisers, such as, bake sales, ornament sales, scrub cap sales and popcorn sales, for the Auxiliary. **They will also form and supervise a committee that conducts our spring flower sale for the Auxiliary.** All funds raised through Fundraising will allow the Auxiliary to carry out the purpose and objectives set forth in the Constitution. Gross profits and expenses will be submitted to the treasurer to be incorporated into the Treasurer's records on completion of each fundraiser. They will submit timely updates to the newsletter for publication to the membership. They will be accountable for their budget.
- c) **NEWSLETTER EDITOR:** The Newsletter Editor (**may be co-chaired if desired**) will prepare a monthly newsletter, which will include notification of time and place of meetings to the membership, plus any announcements. They will be responsible for printing and/or publication of any printing and/or publication of any Auxiliary literature or pamphlets except for membership booklets. **As a courtesy the spouse of the CG WRMC and MAMC the opportunity to review the newsletter before printing, publication and distribution. They will be responsible for the distribution of the monthly Newsletter as well.** They will be accountable for their budget.
- d) **PUBLICITY CHAIRMAN:** The Publicity Chairman will arrange for any publicity the Auxiliary Board considers appropriate, to include all fundraisers. They will provide press releases, including photographic coverage, when possible, of Auxiliary activities to news media after clearance by appropriate Army officials. They will be accountable for their budget.
- e) **WELFARE CHAIRMAN:** The Welfare Chairman will solicit the AMEDD community for requests for money as per established directives. The Welfare Chairman will chair a committee that will review all welfare applications, select whom shall receive money, determine the amount of money disbursed to each group and notify all applicants of the approval or disapproval of their requests. **This action will occur twice a year, in the fall and in the spring.** They will work with the MAMC coordinator of Letters of Proffer, to see that the requests follow proper procedure for acceptance. They will then receive approval from the board for all welfare distributions. **They will attend the Fort Lewis Scholarship meeting as the HSA representative.** They will serve on the Budget Committee. They will be accountable for their budget

- f) **HOSPITALITY & OUTREACH/MEMBERSHIP: The Hospitality/Membership Chairman (may be co-chaired if desired) will form and supervise a committee to ensure the welcome of all newcomers and apprise them of post activities. New members will be introduced at the monthly meetings. The Chairman will plan and arrange the Welcome Coffee for new members. They will compile and maintain a complete and accurate membership list, furnishing copies to members of the board and to the general membership (usually in booklet form). They will emphasize recruitment of a more diverse membership which would reflect, gender, ethnicity and rank. They are accountable for their budget.**
- g) **SPECIAL PROJECTS COORDINATOR: This Chairman (may be co-chaired is desired) is responsible to ensure that our philanthropic activities are carried through. They will be responsible for finding volunteers to assist in these activities. These include but are not limited to: Heart Pillows, recruiting volunteers who will sew and deliver heart pillows to MAMC for distribution; Bereavement and Support Resources Program (otherwise known as Operation Teddy Bear), working with the MAMC Bereavement Resource Information, distributing teddy bears to PEDS, miniature hearts to OB and other designated areas of the hospital as well ensuring that there is an ongoing supply of bears; Memory Lane, coordinating this ongoing welfare fundraiser, creating a brick memorial around the MAMC dining facility patio. The Special Projects Coordinator will be accountable for their budget.**
- h) **VOLUNTEER COORDINATOR: The Volunteer Coordinator will ensure that each HSA member is registered as a volunteer with the Family Resource Center. The Volunteer Coordinator will keep updated records of each member's volunteer hours with HAS and report to the Volunteer Action Council (herein referred to as VAC) of Fort Lewis on a monthly basis. They will attend the monthly VAC meetings at the Family Resource Center. They will ensure that members are recognized in accordance with the guidelines established by the VAC of Fort Lewis. They will encourage the board to recognize volunteerism. They will also keep updated records of volunteer lists for bake sales, flower sales, auction preparation, Fisher House participation and offer them to those chairmen in need of volunteers. They will also make sure that HSA has nominated at least one volunteer of the year for Fort Lewis.**

- i) **FISHER HOUSE CHAIRMAN:** The Fisher House Liaison will serve as a liaison between the Fisher House and the Auxiliary. They will coordinate between the Fisher House Director and the Auxiliary and other post groups that wish to donate meals or other services. They will maintain regular contact with the director and report on needs of the Fisher House. They will submit a monthly report for publication in the Newsletter and be accountable for their budget.
- j) **MAMC FAMILY READINESS GROUP CHAIRMAN:** This chair is appointed by the MAMC FRG Coordinator to serve as a liaison between Troop Command, MAMC FRG and the Auxiliary. They will convey all news concerning the MAMC FRG and Troop Command and will submit, as needed, news for publication in the monthly newsletter. They will also enlist volunteers from our list to aid in the needs of the FRG as they are also beneficial to the HSA.

#### **ARTICLE 4- NON-VOTING BOARD/LIAISONS**

**Section 1- : Liaisons may be created or abolished at the direction of the President with the approval of the Executive Board.**

**Section 2: Non-Voting/Liaison board members shall serve without vote. They will be representative of HSA in the Fort Lewis Community and submit a monthly report to the President. They are not required to attend board meetings.**

**Section 3: The Non-Voting/Liaisons and their duties:**

- a) **ACTIVE DUTY REPRESENTATIVE:** appointed by the President of the Auxiliary and will serve as a liaison between active duty officers and the Auxiliary, encouraging **membership within the ranks of all active duty attached to AMEDD at Fort Lewis.**
- b) **HISTORIAN:** The Historian will present the Auxiliary with a scrapbook of the year in review for the archives. The Historian will also present a scrapbook of the year in review for the President of the Auxiliary at the Installation Luncheon. They will be accountable for their budget.
- c) **OFFICERS SPOUSES CLUB LIAISON:** The OSC Liaison will act as a liaison between the Auxiliary and the Officers Spouses Club of Fort Lewis. **They are responsible for submitting our meeting dates and times, as well as our yearly programs in a timely manner to the OSC.**

- d) **ENLISTED SPOUSES CLUB LIAISON: The ESC Liaison will act as a liaison between the Auxiliary and the Enlisted Spouses Club of Fort Lewis. They are responsible for submitting our meeting dates and times, as well as our yearly programs in a timely manner to the ESC.**
- e) **RED CROSS:** The Red Cross Liaison will attend all Red Cross meetings, encourage Auxiliary members to volunteer, and report to the Auxiliary Board on the operational changes and needs of the Red Cross. They will submit timely updates to the newsletter for publication to the membership.

## **ARTICLE 5-OPERATING PROCEDURES**

**Section 1-** The President will have the authority to direct a vote by telephone and/or email of the voting members of the Auxiliary Board in the event of the requirement of an immediate decision of such urgency as to preclude a board meeting. A quorum (50%) of the voting members must be polled. A two-thirds (2/3) majority of those polled must be rendered to reach a decision. The telephonic votes are to be administered solely by the Recording Secretary. Each voting member must be informed that this is a voting procedure and must be read the motion under consideration in its complete form. The polling will be conducted with dispatch. All telephonic and/or email votes are to be reflected in the minutes as stipulated in Article 2, Section 4 or the Bylaws. The minutes will include the exact working of the main motion, the names of those voting members who could not be contacted and an exact accounting of how the vote went.

**Section 2-** At the May joint board meeting of the Auxiliary, all outgoing Executive officers, Voting Board/Standing Committee Chairmen and Non-Voting Board/Liaisons will submit to the Recording Secretary **five (5)** copies of a written report, to include an itemizing of all monies spent. One copy is for the incoming President, one copy is for the appropriate counterpart, **and one copy for each Senior Advisor and Honorary Advisor.**

**Section 3-** New monies derived from membership dues will be added to the Operating Fund of the Auxiliary. New proceeds from the Fundraising activities will be added to the Ways and Means Fund. Once a year, after the last fundraiser, these monies will be transferred to the Welfare Fund for disbursement.

**Section 4-** The Treasurer may transfer up to 5 percent (5%) of the 20 percent (20%) of the Welfare Fund monies to the Operational Fund without prior approval of the Auxiliary Board once during a fiscal year (1 July through 30 June).

**Section 5-** Membership dues will be set by the new board at the first meeting of the new year.

\_\_\_\_\_ End of Document \_\_\_\_\_

These Bylaws supersede all previous and/or updated versions of the Health Services Auxiliary Bylaws, having been duly approved at the \_\_\_\_\_