Constitution and Bylaws 2013

I. CONSTITUTION

Article 1: Name

The Association shall be known as "The Alumnae Association of the Royal Jubilee Hospital School of Nursing" (AARJHSN).

Article 2: Objective; Motto; Emblem; Affiliation

Objective

The Objectives of the Association shall be to:
- Create and promote a common fellowship
- Advance in every way the interests, education and well-being of all graduates of the Royal Jubilee Hospital School of Nursing.
- Be accountable to the membership for the management of AARJHSN funds
- Custodian of the RJHSN Archives/Museum
- Act as stewards for the Pemberton Memorial Chapel
- Custodian of the Pemberton Chapel Garden

Motto

The Motto of the Association shall be "Non Sibi Sed Toti": Not for ourselves but for all.

Emblem

The Emblem of the Association shall be the Zinnia flower

Affiliation

The AARJHSN Alumnae works in partnership with the Health Authority responsible for the Royal Jubilee Hospital.

The Victoria Hospitals Foundation

Article 3: Membership

All graduates of the Royal Jubilee Hospital School of Nursing are members of the AARJHSN.

All members of the Association shall:
- have the right to vote.
- have the right to observe at Executive Committee meetings.
• consider it an honorary obligation to attend meetings and to participate in promoting the objectives of the Association.
• keep the Executive Committee informed of Member’s change of name, address, phone number and Email address.

Honorary Members
• Honorary Membership’s may be bestowed upon those persons who have made a significant contribution to the Alumnae Association.
• Names for Honorees must be submitted in writing to the Executive Committee for consideration and approval.
• Honoree/s to be honored at the AGM
• Honorary Members shall be permitted to speak at meetings but may not hold office or vote.

Article 4: Executive Committee

The Executive Committee shall:
• consist of Officers and Chairpersons of Standing and Adhoc Committees
• follow the Constitution and By-Laws in carrying out the affairs of the AARJHSN.
• allocate, manage and provide safe-keeping of AARJHSN funds.
• approve the Standing Committee Terms of Reference
• conduct a review of the Constitution and By-Laws every five years.

Officers

The following Officers shall be elected by a majority vote at the Annual General Meeting and serve for a two (2) year term:

1. President
2. Secretary
3. Treasurer
4. Past President who shall be a member of the Executive Committee for a two (2) year term
5. Standing Committee Chairpersons who are appointed

Standing Committee Chairpersons shall be:
• Appointed and approved by the Executive Committee
• Members of the Executive Committee.
• Responsible for developing their Committee Terms of Reference

Standing Committees shall be:
• RJHNSN Archives/Museum
• Pemberton Memorial Chapel
• Pemberton Chapel Gardens
• Social
• Communications: Website; Membership; Phoning; Sunshine
Affiliates/Others
- Nominations Committee
- Ad Hoc Committees

**Article 5: Meetings**

The year shall be April 1 to March 31.
The Executive Committee shall meet no less than three (3) times a year and at dates and times established at their discretion.
Regular Meetings shall be held no less than two (2) times a year, one (1) of which will be the Annual General Meeting. Dates and times to be established at the discretion of the Executive Committee.
Annual General Meeting shall be held on or about the first two weeks in April or be established at the discretion of the Executive Committee.
Special Meetings shall be called at the will of the President.

**Article 6: Amendments to the Constitution**

Changes proposed by Members must be received in writing by the stated date.
Members will have the opportunity to consider written amendments which will be posted on the AARJHSN Web Site at least four (4) weeks prior to the meeting.
Amendments from the floor shall be considered with a two-thirds (2/3) majority vote.
The Constitution may be altered or amended by a resolution passed by a two-thirds (2/3) majority vote of Members attending the Annual General Meeting.

**Article 7: Quorum**

A quorum at Meetings shall be 50% of the Executive Committee.
II. BY LAWS

Article 1: Officers

Past President
The Past President shall:
- be a member of the Executive Committee
- act as Chairperson of the Nominations Committee.
- serve on an ad hoc basis as necessary.

President
The President or alternate shall:
- Preside at the meetings of the Association.
- Be the official spokesperson for the Association.
- Appoint all committees not otherwise provided for by rule or vote.
- Cast a deciding vote where there is a tie.
- Authorize, in consultation with the Treasurer or one other Executive Committee member all orders for payment.
- Execute or delegate the execution of all documents on behalf of the Association.
- Be an ex-officio member of all committees.
- Compile Committee reports into an Annual Report. Distribute Report at AGM and arrange with Website Committee to post online.
- Present a written report at the Annual General Meeting.

Secretary
The Secretary shall:
- Document, prepare and distribute minutes of all meetings.
- Receive and act on all correspondence as directed by the President or alternate.

Treasurer
The Treasurer shall:
- Receive and be accountable for all funds and securities for the Association.
- Acknowledge all fees and subscriptions for the Association.
- Present a written financial report of the Association at all meetings.
- Make such disbursements for conducting the business of the Association as may be ordered by the Executive Committee and authorized by the President.
- Keep account books ready for inspection at all times by the Executive Committee.
- Present a full written statement at the Annual General Meeting that includes receipts and disbursements for the year and which has been reviewed by Executive Committee.
• Manage all financial affairs of the Association according to the Constitution and By-Laws.

**Article 2: Standing Committees**

The Chairpersons of these committees shall:
• Sit on the Executive Committee.
• Develop the committee’s Terms of Reference
• Present a written report at regular and the Annual General Meeting.

**Social Committee**

The Social Committee shall be responsible for all social functions.

**Communications Committee** shall consist of the:

• **Phoning Committee** shall:
  Ensure local Alumnae Members are notified about meetings and social functions. Notices are to be posted on the AARJHSN Website.

• **Membership Coordinator** shall:
  Maintain and report to the Executive Committee a list of member’ names, current address, phone number and Email address, as applicable.

• **Website Committee** shall:
  Ensure that the website is current and accessible.
  The AARJHSN Website is: www.rjhnursingalum.com

• **Sunshine Committee** shall:
  Contact Alumnae members according to Committee Guidelines. Encourage all members of the Association to send news of achievements, and reports of illness or death of Alumnae Members.

**RJHSN Archives/Museum Committee**

The Archives/Museum Committee shall:
• Receive and preserve archival and museum materials of the Royal Jubilee Hospital School of Nursing Alumnae Association.
• Act as custodian of the RJHSN Archives/Museum materials.

**Pemberton Memorial Chapel Committee**

The Pemberton Memorial Chapel Committee shall:
• Liaise with pertinent external committees to guide the management and long term goals of the Pemberton Memorial Chapel.
• Follow the established approved Policies.
**Pemberton Chapel Garden Committee**

The Pemberton Chapel Garden Committee shall:

- Liaise with pertinent external resources, such as a Horticulturist, the Vancouver Island Health Authority or Garden Maintenance contractor, to guide the management and care of the Pemberton Chapel Gardens.
- Follow the established approved Policies and Volunteer Guidelines.

**Article 3: Affiliates/Others**

**Nomination Committee**

The Past President or Appointee shall:

- Be Chairperson of the Nomination Committee.
- Present a proposed slate at a meeting at least one month prior to the AGM
- Present a proposed slate to the Annual General Meeting, call for nominations from the floor, and conduct a vote.

**Affiliates**

- **Vancouver Island Health Authority** – Lease agreements provide for use of a meeting room in Begbie Hall, for operating the Pemberton Memorial Chapel and lower level for the Archives and Museum and for The Pemberton Chapel Gardens.
- **Victoria Hospital Foundation** – a Memorandum of Understanding provides for financial/fund raising cooperation.

**Article 4: Meetings**

Annual and Regular Meetings of the Association shall be held in accordance with the Constitution

The agenda for the Annual General Meetings shall be established by the President and includes:

- Approval of Minutes of the last Regular or Annual General Meeting.
- Reports of the Officers.
- Reports of the Standing Committees and Affiliates/Others.
- Old business.
- New business.
- Election of Officers, as required.
- Adjournment
- Program, if applicable.

The agenda for Regular Meeting shall be as deemed appropriate by the President.