THE PINK LADIES' AUXILIARY

of

THE CENTRAL COAST AREA HEALTH SERVICE

CONSTITUTION

(Amended 1990)

1. By the adoption of these principles there shall be assembled and constituted within the Gosford Hospital an Auxiliary known as the Pink Ladies Auxiliary of the Central Coast Area Health Service (which includes Gosford Hospital with its subsidiary hospitals and the Community Health Services) and hereinafter called the Central Coast Area Health Service.

2. The titular head of the Auxiliary shall be the current Director of Nursing.

3. The aim of the Auxiliary shall be to perform such duties and services as will benefit patients of the Service, without infringement upon the responsibilities of staff of the Service.

4. Members of the Auxiliary shall, whilst on duty, wear such distinctive dress as is agreed upon by the Auxiliary.

5. Membership of the Auxiliary shall be confined to residents of the Central Coast.

6. The Auxiliary Meetings shall be:

   (i) Annual General Meeting

       The Annual General Meeting shall be held in July of each year, the date and time to be notified by the Secretary two weeks prior to the holding of such meeting.

   (ii) Special Meetings

       A Special Meeting shall be held as and when required, upon the requisition of 50% of financial members or notification by the Executive Committee. Two weeks' notice shall be given by the Secretary to all members, prior to the holding of such meeting.
(iii) **Bi-Monthly Meetings**

Topics of general interest to members shall be discussed at bi-monthly meetings.

Residents from outside the Central Coast shall be eligible to attend Annual and bi-monthly meetings.

7. The Auxiliary shall submit an Annual Report to the Chief Executive Officer within 2 months of the holding of the Annual Meeting.

8. The composition of the Executive Committee shall be:

   a. President
   b. Vice-Presidents (two)
   c. Honorary Secretary
   d. Assistant Honorary Secretary
   e. Honorary Treasurer
   f. Supervisor
   g. One Floor Member from each subsidiary hospital
   h. The Chief Executive Officer’s Secretary, or nominee (to be called Liaison Officer)

The Executive has the power to co-opt other members to the Committee, as required.

9. A quorum shall consist of four members of the Executive, at least two of whom shall be of the following:

   President, Secretary, Treasurer, Supervisor.

10. The Executive Committee shall meet at a time and place to be determined by the President.

11. The duties of the Executive members of the Committee shall be to:

   **(i) President**

   a. preside at all Executive Committee, General and Special meetings of the Auxiliary

   b. authorise the calling of General and Special Meetings in accordance with the Auxiliary’s Constitution
c. consult with the Honorary Secretary on matters which require the attention of the Executive Committee

d. act as a signatory to the Auxiliary’s general cheque account

e. determine the time and place of meetings of the Executive Committee.

(ii) **Vice-Presidents**

a. act as members of the Executive Committee

b. in the absence of the President, the Senior Vice-President shall preside at meetings of the Auxiliary.

(iii) **Honorary Secretary**

a. issue notices of Executive Committee, General and Special Meetings, in accordance with the Constitution

b. record and write up minutes of all Executive Committee, General and Special Meetings

c. consult with the President on matters which require the attention of the Executive Committee

d. act as a signatory to the Auxiliary’s general and handicraft cheque accounts

e. receive and issue all correspondence on behalf of the Auxiliary

f. act as the Auxiliary’s Publicity Officer

g. act as a member of the Executive Committee.

(iv) **Assistant Secretary**

a. assume the role of Secretary, in the absence of the Secretary of the Auxiliary

b. be called upon by the President at any time to carry out a specific duty for the Secretary

c. act as a member of the Executive Committee.
(v) **Honorary Treasurer**

a. receive and record members’ joining fees
b. keep appropriate books of account
c. present financial statements to general meetings and balance sheets at Annual Meeting
d. act as a signatory to the Auxiliary’s general and handicraft cheque accounts
e. supervise the Auxiliary’s petty cash
f. act as a member of the Executive Committee

(vi) **Supervisor**

a. collect members’ joining fees and any other moneys and transfer same to the Treasurer
b. make out monthly roster
c. circularise roster to volunteers, where necessary
d. report activities to meetings
e. act as a signatory to the Auxiliary’s handicraft cheque account
f. act as a member of the Executive Committee

(vii) **Floor Member**

a. act as member of the Executive Committee
b. consider and deliberate upon matters pertinent to the efficient functioning of the Auxiliary

(viii) **Liaison Officer**

a. liaise between the Auxiliary and the Service Administration, when requested
b. act as member of the Executive Committee
The President, Secretary and Treasurer of the Auxiliary may reside in any area of the Central Coast, but during such term of office must be actively engaged as Pink Ladies within the parent Hospital at Gosford.

12. **Period of Tenure**

With the exception of the Supervisor and Liaison Officer, no member of the Executive Committee shall hold officer in the same position for more than two consecutive years from the date of election.

13. **Finance**

a. The Auxiliary will not be responsible for the raising of finance, other than that which is necessary for the efficient functioning of the Auxiliary.

b. At the Annual General Meeting, nominations shall be called for the position of Honorary Auditor to the Auxiliary.

c. In the event of the Pink Ladies Auxiliary winding up, the funds held in the Auxiliary’s name will become the property of the Central Coast Area Health Service.

d. No profits shall be distributed to members of the Auxiliary.