

C O N S T I T U T I O N

of

THE PINK LADIES' AUXILIARY

of

THE CENTRAL COAST AREA HEALTH SERVICE

(Amended 1981)

1. By the adoption of these principles there shall be assembled and constituted within the Gosford District Hospital an Auxiliary known as the Pink Ladies Auxiliary of the Central Coast Area Health Service (which includes the Gosford District Hospital with its subsidiary hospitals and the Community Health Services) and hereinafter called the 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. as 13. regarding dress.*
4. Membership of the Auxiliary shall be confined to residents of the Central Coast.
5. 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 will be discussed at bi-monthly meetings.

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

7. Note the auxiliary

6. The composition of the Executive Committee shall be:

- a. The President
- b. Two Vice-Presidents
- c. The Honorary Secretary
- d. The Assistant Honorary Secretary
- e. The Honorary Treasurer
- f. The 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.

7. A quorum shall consist of four members of the Executive, at least two of whom shall be of the following: President, Secretary, Treasurer, Supervisor.

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

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

(i) President

a. preside at all meetings of the 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 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. act as a member of the Executive Committee.
- d. consult with the President on matters which require the attention of the Executive Committee.
- e. act as a signatory to the Auxiliary's cheque account.
- f. receive and issue all correspondence on behalf of the Auxiliary.
- g. act as the Auxiliary's Publicity Officer.

(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. collect members' subscriptions
- b. keep appropriate books of account
- c. act as a signatory to Auxiliary cheque accounts
- d. supervise the Auxiliary's petty cash account
- e. act as a member of the Executive Committee

(vi) Supervisor

- a. make out roster, monthly.
- b. circularise roster to volunteers, where necessary
- c. report activities to meetings
- d. 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 must be actively engaged as Pink Ladies within the Gosford District Hospital at Gosford.

10. Period of Tenure

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

11. Finance

- a. The Auxiliary will not be responsible for the raising of finance for general purposes.
- b. Finance necessary for the efficient running of the Auxiliary shall be raised by each member paying a nominated fee at the time of joining the Auxiliary
- c. Nominations shall be called at the Annual General Meeting for the position of Honorary Auditor to the Auxiliary.

12. Reports

The Auxiliary will ^{Secretary} ~~submit~~ ^{provide} a report to the ~~Board~~ ^{Chief executive Officer} of the Central Coast Area Health Service ^{with in 2 calendar} ~~during the month of~~ ^{months of holding the Annual General meeting} July each year, effective from the 31st day of each ~~year~~.

13. General

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