



**VOLUNTEER AUXILIARY
HANDBOOK
AND
BYLAWS**

**APPROVED BY
VALDOSTA-LOWNDES COUNTY
HOSPITAL AUTHORITY**

**REVISED
APRIL 2023**

**ORGANIZED
APRIL 5, 1956**

**MEMBER COUNCIL AUXILIARIES
OF THE
GEORGIA HOSPITAL ASSOCIATION**

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MISSION STATEMENT

The mission of the South Georgia Medical Center Volunteer Auxiliary shall be to enhance service to customers of the Center through service hours in assigned areas. We will strive to provide funds for special projects through various fund raising activities.

HISTORY

The South Georgia Medical Center Volunteer Auxiliary was organized on April 5, 1956. Having only a few members, our duties were limited but our ideals were not. In 1958, we joined with the Georgia Hospital Association. Soon after that we were host to the Georgia Council on Auxiliaries Annual Training Conference. In 1977 the name "Pink Ladies" was changed to "Auxilians" to reflect the male membership in the organization. Realizing the need for additional equipment in the hospital and in keeping with our mission, our first profit-making project was launched in 1959. We had part of the patient areas of the Center wired for television sets and began the rental program. As income became available, we equipped the rest of the Center for television sets. In 1977 new individual color sets were installed and the Sylvania Television Hostess Program was begun. In July 1971, the Auxiliary added the newborn picture service as a money-making project. Another project which began as the "Hostess Cabinet" in the early years eventually grew into a small gift shop stocked with a variety of items for patients, visitors and employees. The expansion program included a large gift shop which included a complete line of sundries and gift items. The new shop was opened in July 1984 with a \$20,000 loan from the Auxiliary general fund and named THE GOLDEN GALLERIA in honor of Lil Golden, a past president of the Auxiliary and a dedicated member.

All profits derived from Auxiliary fund-raising projects are contributed to South Georgia Medical Center for hospital-related projects.

For several years, the Auxiliary has offered a scholarship to a deserving student enrolled in a medical or paramedical program. This scholarship was named in honor of CLARICE IVEY MASSEY for her outstanding contribution to the teaching of the sciences.

In September 1962, a group of young ladies was organized as the Candy Stripers under the direction of the Auxiliary. In 1977, the name of the organization was officially changed to Youth Volunteers and began to incorporate male volunteers into the group. In 1988, a summer program for youth volunteers was begun under the direct supervision of the Coordinator of Patient Relations and Volunteer Services.

Our volunteer Auxiliary has had representation several times on Council on Auxiliaries of the Georgia Hospital Association. These representatives and their officers were:

Donna Smith	Vice President Membership	2015-16
Helen Miller	Southwest District Director	2008-10
Helen Miller	Southwest District Director	2003-05
Anne Harris	Southwest District Director	2003-05
Linda Davis	Southwest District Director	1999-01
Jeanne Ryan	Southwest District Director	1995-97
Helen Miller	Southwest District Director	1995-96
Helen Miller	Vice President Membership	1996-97
Helen Miller	Vice President Education	1997-98
Helen Miller	Southwest District Director	1988-90
Ann Colson	Director Youth Volunteers	1988-89
Vivian Gordon	Southwest District Director	1986-87
Dorothy Dobbs	Southwest District Director	1986-87
Vivian Gordon	President	1980-82
Mary Bracewell	Corresponding Secretary	1980-82
Frances Christie	Southwest District Director	1980-81
Frances Christie	First Vice President	1978-79
Elizabeth Hills	Southwest District Director	1976-77
Carolyn Holt	President	1967-69
Melba Babcock	Treasurer	1967-69

AUXILIARY PRAYER

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

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

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

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

AMEN

**PAST PRESIDENTS
SOUTH GEORGIA MEDICAL CENTER
VOLUNTEER AUXILIARY**

Jan Newton	2019-2021
Jan Newton	2017-2019
Daryl Stanfield	2016-2017
Donna Smith	2014-2016
Jeanette Roberson	2012-2014
Doris Welch	2010-2012
Helen Miller	2008-2010
Marion Anice Cross	2006-2008
Ann Harris	2004-2006
Gelana Goddard	2002-2004
Marion Anice Cross	2000-2002
Linda Davis	1998-2000
Norma Barnidge	1997-1998 (July)
Dianne Sarratt	1996-1997 (June)
Sharon Sessions	1994-1996
Helen Miller	1992-1994
Jeanne Ryan	1990-1992
Bette Brass	1988-1990
Mary Bracewell	1987-1988
Helen Miller	1985-1987
Sharon Waller	1983-1985
Fay McEachin	1981-1983
Vivian Gordon	1979-1981
Elizabeth Hills	1977-1979
Mary Bracewell	1975-1977
Lillian Golden	1973-1975
Frances Christie	1971-1973
Carolyn Holt	1970-1971
Anne Grace French	1968-1970
Carolyn Holt	1966-1968
Rowenna Taylor	1964-1966

Ida Davis	1962-1964
Carolyn Holt	1960-1962
Charlotte Burgess	1956-1960

SCOPE OF ACTIVITIES

Patient Care Services

Deliver newspapers, mail, and flowers to patients
Greet and assist patients, families and guests
Med/Surg and Women & Childrens Nursing Units
Cancer Center
Emergency Department
Rehabilitation Services
Imaging Department
Pet Therapy
Pathology Services
Laboratory Services
Pharmacy Services

Other Services

Information Desk
Employee Health
Courtesy Cart drivers
Gift Shop Retail Services and Greeter
Christmas Stockings for Newborns
Fundraisers

**GOVERNING BODY
SOUTH GEORGIA MEDICAL CENTER
VOLUNTEER AUXILIARY**

HOSPITAL AUTHORITY

Sam Allen, Chairman
John Roan, DDS, Vice Chairman
John W. Langdale, Jr., Treasurer
Ben I. Copeland, Sr.
Tim Dame
Gregory Powell
Shirley J. Garland
Brian Griner, MD

CHIEF EXECUTIVE OFFICER

Ronald E. Dean, MBA, FACHE

CHIEF OPERATING OFFICER/CHIEF NURSING OFFICER

Randy Smith, MS, BSN, RN

CHIEF HUMAN RESOURCES OFFICER
& VP of SOUTH GEORGIA PHYSICIAN
NETWORK

Brenda Alexander, MS, SHRM-SCP

CHIEF MEDICAL OFFICER

Brian Dawson, MD

CHIEF FINANCIAL OFFICER

John Moore, CPA

CHIEF INFORMATION OFFICER

Chuck Marshburn, MBA

CHIEF DEVELOPMENT OFFICER

Hilary Gibbs, MEd

VP OF NETWORK DEVELOPMENT

Jim Zacharias, MBA, FACHE, CMPE

SENIOR VP OF REGIONAL HOSPITAL OPERATIONS

Johnny Ball, MBA, MHA, FACHE

MANAGER PATIENT RELATIONS

Maya Loizeaux

AUXILIARY BOARD
OF MANAGEMENT

President
President-Elect
Vice-President
Treasurer
Recording Secretary
Corresponding Secretary
Parliamentarian
Immediate Past President
Chairmen of Standing Committees

VOLUNTEER PLEDGE
THE AMERICAN ASSOCIATION OF
HOSPITAL AUXILIARIES

“Believing that the hospital has real need of my services as a volunteer worker:

I will be punctual and conscientious in the fulfillment of my duties and accept supervision graciously.

I will conduct myself with dignity, courtesy and consideration.

I will consider as confidential all information which I may hear, directly or indirectly, concerning a patient, doctor or any member of personnel, and will not seek information in regard to a patient.

I will take my problems, criticisms or suggestions to the president or member of the Auxiliary board.

I will endeavor to make my work of the highest quality.

I will uphold the traditions and standards of this hospital and will interpret them to the community at large.”

TO: THE NEW SOUTH GEORGIA MEDICAL CENTER VOLUNTEER AUXILIAN

Dear New Auxilian:

We hope the spirit of service that brought you to us will be a rewarding and fulfilling experience. It is up to each Auxilian to convey the very best image of our Center.

The mission of this organization is to enhance service to customers of the Center through service hours in assigned areas. We will strive to provide funds for special projects through various fund raising activities.

Welcome to the Auxiliary and we look forward to working with you.

Board of Management
South Georgia Medical Center
Volunteer Auxiliary

GIVE TO THE WORLD THE BEST YOU HAVE AND THE BEST WILL COME BACK TO YOU.

**BYLAWS OF THE
SOUTH GEORGIA MEDICAL CENTER
VOLUNTEER AUXILIARY**

ARTICLE I - NAME AND MISSION

- Section 1. The name of this organization shall be the South Georgia Medical Center Volunteer Auxiliary.
- Section 2. The mission of this organization is to enhance service to customers of the Center through service hours in assigned areas. We will strive to provide funds for special projects through various fund raising activities.

ARTICLE II - MEMBERSHIP AND DUES

- Section 1. Membership application may be submitted by anyone 18 years of age or older. Full-time high school students may apply for membership in our Volunteen Summer Program.
- Section 2. Classes of Membership and Dues
- A. Active Members** - Those members who contribute a minimum of 75 hours of service per year. The hours may be temporarily waived upon a written request for leave-of-absence approved by the Board of Management.
1. Hours credited for administrative work will be governed by rules set by the Board of Management.
 2. Dues for adult active members are \$10.00 annually.
 3. To remain in good standing, members are required to complete one reorientation program during the year.
- B. Associate Members** - Those who are interested in the mission of the Auxiliary but who do not participate in active volunteer work, and those who desire to work less than 75 hours per year. Those who work shall complete one reorientation program each year in which they work. Dues for Associate Members are \$15.00 annually.
- C. Honorary Members** - This membership may be bestowed upon a person in recognition of unusual and lasting achievements in support of the aims and mission of the hospital Auxiliary. Also, any member accruing 10,000 hours of service will be made an honorary member. Honorary members do not pay annual dues.
- D. Youth Volunteer Member** - The rules and regulations of the adult Auxilians will apply to the Youth Volunteers, however there are no dues

Section 3. Annual dues shall be paid by October 1. Members will be reminded two months prior to due date. Failure to pay dues will be considered as resignation and volunteer must reapply. Reinstatement will be by new application.

Section 4. All members in good standing shall have the right to vote and to participate in meetings. All members in good standing shall have the right to hold office or chair a committee.

ARTICLE III - BOARD OF MANAGEMENT

Section 1. Executive Board shall consist of the President, President Elect, Vice President of Programs, Treasurer, Recording Secretary, Corresponding Secretary, and Parliamentarian. The DVS shall serve as ex-officio member. Board of Management shall consist of the elected officers of the Auxiliary, immediate Past President and chairman of Standing Committees.

Section 2. The Board of Management shall hold meetings at a time designated by the board. Unless otherwise agreed, the meetings shall be held at South Georgia Medical Center. Special meetings of the board may be called by the President for the transaction of specific business, and must be called if requested by any four members of the board. The President shall determine the time and place of such meetings.

Section 3. Notice of meeting and changes in the time and/or place of any meeting shall be given by the Corresponding Secretary. These changes may be given by telephone, written notice or notice placed in newsletter, should it be published in time for members to receive it before designated meeting.

ARTICLE IV - CENTER PAID EMPLOYEES

Section 1. If an Auxilian is a paid Center employee, volunteer service cannot be in area of employment.

ARTICLE V - OFFICERS

Section 1. The elected officers of the Auxiliary shall be: President, President-Elect, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian.

Section 2. Officers of the Auxiliary shall be elected for the term of two years and shall assume office October 1. Officers are eligible to serve no more than two consecutive terms in any one office, with the exception of the Treasurer and Recording Secretary, who may hold office indefinitely. The person holding the office of President-Elect will automatically assume the office of President.

Section 3. The outgoing President shall act as an advisor to the incoming President of the Auxiliary.

ARTICLE VI - DUTIES AND POWERS

- Section 1. The executive power of the Auxiliary shall be vested in the Board of Management which will have charge of affairs and finances of the Auxiliary, and the power to perform all acts and functions in accordance with these by-laws.
- Section 2. The PRESIDENT will be the Chief Executive Officer of the Auxiliary and will preside at all meetings of the Board of Management and Auxiliary general meetings. The PRESIDENT will be ex-officio member of all committees (except nominating committee), and will appoint chairmen of all Standing and Ad Hoc committees.
- Section 3. The PRESIDENT can dispense money, not to exceed \$100.00, subject to approval of any three members of the Executive Board. A vote can be taken by the telephone in case of an emergency. General membership will be notified at the next regular meeting.
- Section 4. The PRESIDENT-ELECT will serve as membership chairman, maintain oversight of all Standing Committees Chairs, and will perform all duties and exercise all powers in the absence of the President.
- Section 5. The VICE-PRESIDENT will serve as Program Chairman, will secure programs applicable to the interest of the membership and will perform all duties and exercise all powers of the President in the absence of the President and President-Elect.

Note: Section 6 and 7 have been revised according to changes made by the Hospital Administration, effective March 2005.

- Section 6. The TREASURER will be Chief Financial Officer of the Auxiliary and will deposit funds in the name of the Auxiliary in banks as the Board of Management designates. The TREASURER will pay all bills for the Auxiliary after they have been reviewed and initialed for payment by the Director of Volunteers Services. The TREASURER will keep detailed accounts of assets, liabilities, receipts and disbursements of the Auxiliary. The TREASURER will submit copies of the financial report received from the Accounting Department to the Board of Management furnishing copies to the President, Secretary and anyone else designated by the President.
- Section 7. The TREASURER will send a copy of all check stubs and deposit slips each month to the Accounting Department. The TREASURER will receive a monthly financial report from the Accounting Department. The Center's Accounting Department will report all monies on the Chart of Accounts. The Accounting Department will reconcile the bank statement each month. The Accounting Department will set the budget for each fiscal year.
- Section 8. The RECORDING SECRETARY will keep an accurate record of the proceedings of all sessions of the Board of Management and Auxiliary general meetings. Copies of minutes shall be presented to the President, President-Elect and Parliamentarian. Minutes of Board of Management meetings are accessible only to members of the Board unless the Board grants permission. Minutes of the general meetings shall be open for inspection by any member of the Auxiliary. In the absence of the Recording Secretary, a temporary replacement shall be appointed by the President.

Section 9. The CORRESPONDING SECRETARY will write letters, memos, and notes as requested by the President. She shall read correspondence at the meetings. It is her responsibility to notify the Board of Management of meetings by telephone or note. General meeting notification if not possible through the newsletter will be at the direction of the President either by telephone or memo. (Article III, Section 3).

Section 10. The PARLIAMENTARIAN will advise the President and the Board on all matters of parliamentary procedure during board and general meetings when necessary.

ARTICLE VII - COMMITTEES

Section 1. All Committee Chairs, Standing and Ad Hoc, shall be appointed by the President.

A. A chairman of a Standing Committee shall serve no more than two consecutive years unless otherwise approved by the Board of Management. A monthly report may be given at general meetings. An annual written report shall be submitted by each Standing Committee Chairman to the President by September 1.

B. Standing Committees:

1. Hours - This committee shall maintain a complete record of hours worked and awards earned by all members and report monthly. Members in jeopardy of not meeting required annual service hours will be contacted by Hours Chairman by July 1st of each year. This committee will order and maintain a sufficient stock of service awards.

2. The Clarice Ivey Massey Scholarship – This committee is responsible for publicizing the availability of financial aid for medical or paramedical education. It will take applications and select the recipient for this scholarship. It will also accept applications for the State Scholarship which must be submitted before March 1st of each year. Funding for the Clarice Ivey Massey Scholarship is a \$50,000 perpetual endowment. The interest earned annually determines the amount used for scholarships each year. The interest earned annually will determine the amount available for the following year.

3. Newsletter - The chairman of this committee (Editor) shall be responsible for accumulating news items and publishing The ‘Pinkadilly’ newsletter quarterly and distributed timely.

Section 2. Ad Hoc committees may be appointed by the President as needed.

ARTICLE VIII - ELECTIONS

Section 1. The nominating committee shall consist of the immediate past President as chairman, up to five additional members and two alternates to be appointed by the Board of Management at its last meeting of the fiscal year.

This committee shall function for two years and fill any vacancy that occurs except that of President which will be filled by the President-Elect. If, for any reason, the President-Elect cannot serve, the office shall be declared vacant and the nominating committee will present nominees.

Section 2. No elected officer may serve on the nominating committee.

Section 3. The nominating committee shall present its slate of nominees to the Board of Management at its July meeting. Upon recommendation of the Board, the nominating committee will then present the slate of nominees at the July general Auxiliary meeting.

Section 4. Elections shall be by vote of majority of active members present and voting at the August general meeting with an installation at the September meeting. The new Officers will begin their duties on October 1. The chairman of the nominating committee shall preside over the election. On presentation of the slate of officers she should be able to state that all nominees have been contacted, the duties of offices discussed and that they are willing to serve. The chairman will then open the meeting for further nominations from the floor. Voting will be by written ballot. Should there be no nominations from the floor, the chairman of the nominating committee may move that the slate of officers as presented be elected by acclamation.

Section 5. In the event of a vacancy in the office of President, the President-Elect will serve the remainder of the term and continue as President for the following year.

Section 6. The President will instruct the nominating committee to fill a vacancy in other elective office in accordance with Article VIII, Section 1.

ARTICLE IX - MEETINGS

Section 1. Meetings of the Auxiliary Board of Management shall be at a time and place to be designated by the Board. Notice of general meetings will be published in the Auxiliary newsletter.

Section 2. A majority of the Board of Management may call a special meeting of the general membership. Notification will be made at least 3 days prior to meeting date.

Section 3. Special meetings of the Board of Management may be called by the President.

ARTICLE X - FUNDS

Section 1. All funds raised through the Auxiliary membership dues shall be used for regular expenses of the Auxiliary, including dues to organizations of which the Center is a member.

Section 2. The proceeds from Auxiliary fund-raising projects will be expended appropriately for community projects related to fulfilling the annual COVS Achievement Award requirements not

to exceed \$500 and hospital-related projects approved by Board of Management and general membership.

ARTICLE XI - EXECUTION OF PAPERS

- Section 1. All documents made, accepted, or executed by the Auxiliary shall be signed by the President or representatives designated and noted in the minutes of a meeting of the Board.
- Section 2. All checks drawn against funds of the Auxiliary shall require two signatures of the President and the Treasurer or the President and a Hospital Administrator or the Treasurer and a Hospital Administrator. (Effective as of March 2005)

ARTICLE XII - FISCAL YEAR

The fiscal year of the Auxiliary shall coincide with the fiscal year of the South Georgia Medical Center, which is October 1 - September 30.

ARTICLE XIII - QUORUM

Seven Board members shall constitute a quorum for Board of Management meetings.

ARTICLE XIV - PROCEDURES

Any parliamentary procedure not covered by these bylaws shall be governed by Robert's Rules Of Order.

ARTICLE XV - AMENDMENTS

- Section 1. These By-Laws, Rules and Regulations may be amended at any regular meeting of the Auxiliary by a majority vote of those present and voting. Notice of proposed changes shall be mailed to all members at least two weeks in advance of the meeting. Amendments to By-Laws, Rules and Regulations made shall not become effective until approved by the South Georgia Medical Center Hospital Authority.

ARTICLE XVI - DISSOLUTION

On dissolution of South Georgia Medical Center Volunteer Auxiliary, all funds thereof shall be transferred to the South Georgia Medical Center. — Enacted November 3, 1969

ARTICLE XVIII - BOND

All officers, committee chairmen, members and paid workers who handle Auxiliary funds shall be covered by a blanket Fidelity Bond in the amount established by the Board of Management of the South Georgia Medical

Center Volunteer Auxiliary and the Chief Executive Officer of the South Georgia Medical Center.
— Enacted October 1, 1987