THE AUXILIARY TO THE ISABELLA MCCOSH INFIRMARY OF PRINCETON UNIVERSITY

BY-LAWS

Revised and Adopted on May 26, 2016

ARTICLE I
ORDER OF BUSINESS – THE AUXILIARY

Section 1. The order of business at the Annual Meeting and Executive Board Meetings of The Auxiliary shall be:

A. Call the meeting to order and record the names of the members present.
B. Approve the minutes of the last Annual Meeting or last Executive Board Meeting.
C. Deliver the report of the President.
D. Deliver the report of the Treasurer.
E. Deliver the report from the University Health Services.
F. Deliver the report of the Standing Committees.
G. Present unfinished business.
H. Present new business.

Section 2. Special meetings of the Executive Board may be called by the President or the Vice-President or on the request of 5 members of the Executive Board. Notice of a special meeting shall be given to all Executive Board members in person, by telephone, or electronically at least two days before a special meeting.

ARTICLE II
AUXILIARY MEMBERSHIP

Section 1. The membership categories of The Auxiliary shall be as follows:

A. Life Membership
B. Contributing Membership
C. Sustaining Membership
D. Associate Membership
Section 2. The dues for the Life Membership shall be established by the Executive Board from time to time and shall be payable in one fiscal year.

Section 3. The dues for membership categories B, C, and D shall be established by the Executive Board of The Auxiliary from time to time and shall be payable annually.

ARTICLE III
COMMITTEES

Section 1. The Standing Committees of the Executive Board shall be:

A. Annual Report/Communications:
The responsibilities of the Annual Report/Communications Committee shall be to write and publish an Annual Report and all health awareness materials.

B. Magazines/Subscriptions:
The responsibilities of the Magazines/Subscriptions Committee shall be to order and renew publications requested by the Infirmary.

C. Garden/Plants:
The responsibilities of the Garden/Plant Committee shall be to purchase and deliver plants periodically to the health center, and, when necessary, to assist in maintaining the garden.

D. House:
The responsibilities of the House Committee shall be to maintain the Parents’ Suite and assist the Nursing Manager of the Infirmary.

E. Mailing:
The responsibilities of the Mailing Committee shall be to order and distribute materials for the annual membership solicitation.

F. Membership:
The responsibilities of the Membership Committee shall be to collect, record, deposit, and acknowledge dues and donations to The Auxiliary.

G. Trustees:
The responsibilities of the Committee on Trustees shall be to research and nominate new Executive Board Members, Officers, and Emeritus Members to serve on The Auxiliary.

H. Volunteer:
The responsibilities of the Volunteer Committee shall be to assist the McCosh staff with administrative activities, such as vaccination clinics.

Section 2. Ad Hoc Committees: The President may establish Ad Hoc Committees as needed for updating the Constitution and By-Laws, Strategic Planning, among other matters.

ARTICLE IV
FINANCIAL ACCOUNTS

Section 1. The funds of The Auxiliary shall be held in the following accounts:

A. Checking Account: Comprises monies raised and administered by The Auxiliary.

B. Operating Account: Comprises monies raised online, administered by Princeton University and designated specifically for use by The Auxiliary.

Section 2. Other funds in which The Auxiliary is interested:

A. Isabella McCosh Infirmary Fund: Administered and controlled by Princeton University.

B. Jenny Davidson Hibben Infirmary Fund: The principal of which is administered by Princeton University and the income from which is used for the laboratory of the Infirmary, including diagnostic equipment and physiotherapy, as directed by the Executive Board of The Auxiliary.
C. John Stuart 1900 Memorial Fund for the McCosh Infirmary:
The principal of which is administered by Princeton University and the income from which is used to benefit health services, as directed by the Executive Board of The Auxiliary.

D. Executive Board Memorial Fund of the Auxiliary of the Isabella McCosh Infirmary:
The principal of which is administered by Princeton University and the income from which is used preferably for the career enhancement of Princeton University Health Services, or as directed by the Executive Board of The Auxiliary.

Section 3. All gifts made by The Auxiliary to the University shall be given for the improvement of Princeton University Health Services.

Section 4. The fiscal year of The Auxiliary shall coincide with that of Princeton University.