

**NATIONAL AUXILIARY TO THE ALUMNI ASSOCIATION  
OF THE  
SCHOOL OF MEDICINE OF LOMA LINDA UNIVERSITY  
(Formerly College of Medical Evangelists)**

(These bylaws were filed with the California State Board of Equalization as a non-incorporated association in December of 1988)

**BYLAWS**

(Adopted 1932, Revised 1939, 1945, 1952, 1956, 1961, 1966, 1969, 1970, 1978, 1988, 1989, 1992, 1995, 1997, 2008)

**ARTICLE I – NAME**

The name of this association shall be: **NATIONAL AUXILIARY TO THE ALUMNI ASSOCIATION OF THE SCHOOL OF MEDICINE OF LOMA LINDA UNIVERSITY (FORMERLY WOMAN'S AUXILIARY TO THE ALUMNI ASSOCIATION OF LOMA LINDA UNIVERSITY, SCHOOL OF MEDICINE)**. Hereinafter, in these Bylaws, this association shall be designated as the **NATIONAL AUXILIARY**; and the Alumni Association of the School of Medicine of Loma Linda University shall be designated as the **ALUMNI ASSOCIATION OF THE SCHOOL OF MEDICINE**.

**ARTICLE II – PURPOSES AND MISSION STATEMENT**

Purposes: This is a non-profit association formed to assist the Alumni Association of the School of Medicine in support of medical education and service to others. This association is operated exclusively for religious, charitable, and educational purposes.

**MISSION STATEMENT**

The mission of the National Auxiliary to the Alumni Association of the School of Medicine of Loma Linda University is to demonstrate God's love through benevolence and service. The National Auxiliary promotes the mission work of its alumni; the education and welfare of medical students, residents, and their spouses; and the intellectual and spiritual growth of its diverse Membership. The National Auxiliary is committed to continuing a heritage of unselfish dedication to service, beneficence, promoting healthful living, and responding to humanitarian needs in today's changing world.

**ARTICLE III – MEMBERSHIP**

**Section A. Eligibility**

1. The following shall be eligible for Membership in the National Auxiliary:
  - a. Spouses of Regular, Affiliate, and Honorary Members of the Alumni Association of the School of Medicine of Loma Linda University.

- b. Spouses of medical students and medical students of the School of Medicine of Loma Linda University.
  - c. Regular, Affiliate, or Honorary Members of the Alumni Association of the School of Medicine of Loma Linda University.
2. To become a Member of the National Auxiliary, annual Membership dues must be paid or be in a dues-exempt class as herein defined (Article IV, C and D).
  3. A member who previously qualified under Article III, Section A (1a) and who has been a member in good standing shall remain eligible for Membership as long as dues are paid to the National Auxiliary.

### **Section B. Classifications**

Membership in the National Auxiliary shall consist of six classifications:

#### 1. REGULAR MEMBERS

- a. Spouses of Regular Members of the Alumni Association of the School of Medicine.
- b. Regular Members of the Alumni Association of the School of Medicine.
- c. (See Article III, Section A, 3.)

#### 2. AFFILIATE MEMBERS

- a. Spouses of Affiliate Members of the Alumni Association of the School of Medicine.
- b. Affiliate Members of the Alumni Association of the School of Medicine.

#### 3. HONORARY MEMBERS

- a. Honorary Membership in recognition of distinguished merit or service may be Conferred upon Members or individuals upon the recommendation of the Board of Directors.
- b. Honorary Membership shall be dues exempt and shall have the privileges of Membership, except as noted in Article III, Section C, 3 (a).

#### 4. JUNIOR MEDICAL AUXILIARY MEMBERS (JMA)

Spouses of students and students enrolled in the School of Medicine of Loma Linda University shall be dues-exempt Members without right to vote or hold office.

5. RESIDENT MEDICAL AUXILIARY MEMBERS (RMA)

Spouses of residents and residents of Loma Linda University Medical Center shall be dues-exempt Members without right to vote or hold office.

6. LIFE MEMBERS

- a. A Member shall be eligible for Life Membership as defined in Article IV, Section C.
- b. Honorary Life Membership may be conferred on a Member on the Recommendation of the Board of Directors.

**Section C. Membership**

Members shall be:

1. Regular and Affiliate Members who have paid their annual Membership dues to the National Auxiliary.
2. Dues-exempt Members, defined as follows:
  - a. Foreign Missionaries currently serving who themselves or whose spouses are Regular or Affiliate Members of the Alumni Association of the School of Medicine in denominational employ.
  - b. Honorary Members.
3. Duties and Privileges of Membership
  - a. Members shall be entitled to vote and hold office in the National Auxiliary except JMA and RMA.
  - b. Members shall receive the AUXILIARY NEWS. (See Article XVI, Section D, 1)

**ARTICLE IV – DUES**

- A. Annual dues payable by Members shall be an amount established by the Board of Directors. Notice of a change in the amount of dues shall be published in the AUXILIARY NEWS prior to its implementation.
- B. Annual dues shall be payable on July 1. **The Fiscal Year shall be from July 1 through June 30.**
- C. Life Membership dues (amount) shall be determined by the Board of Directors.
- D. Those exempt from paying annual Membership dues include:
  1. JMA Members.

2. RMA Members.
3. Members as defined in Article III, Section C, 2 (a and b).
4. Life Members

## **ARTICLE V - FINANCE**

### A. Fiscal Year

The fiscal year shall be July 1 through June 30.

### B. Budget

1. The Auxiliary Board shall adopt an annual budget consistent with its mission, resources, and policies.
2. Budget preparation is the responsibility of the Finance Committee. (See Article XI, Section B, 1)
3. The budget and actual expenditures shall be compared quarterly.

### C. Auditing

In conformity with US law, the Finance Officer's accounts shall be audited by an independent and duly-qualified auditor. The notarized report shall be published in the AUXILIARY NEWS.

### D. Financial Guardianship

The Finance Officer shall have custody of all the funds of the organization.

### E. Financial Activities

1. All Auxiliary checks shall be signed by the Finance Officer and the President (or designated member of the Board in the absence of the President).
2. All expenditures shall be supported by expense documents.
3. Interest bearing accounts, deposits, and withdrawals shall be recorded and explained.
4. All investments and purchases shall be authorized by the Executive Committee.

### F. Investments

1. Funds shall be maintained in the highest interest accounts that are insured and/or invested in low-risk securities.
2. The Finance Committee shall regularly review the investments and make recommendations for their use.

G. Financial Reporting

1. The Finance Officer shall present monthly financial reports to the Board of Directors.
2. The annual financial report shall be presented to the Membership. (See Article V, C)
3. Appropriate IRS and tax forms shall be filed by the Finance Officer.

H. Funds and Contributions

1. Funds raised by projects initiated by the Special Projects Committee shall be used for philanthropic purposes.
2. Funds raised for a specific purpose are restricted and are not to be used for other purposes, except 10% of all funds raised will be used for operating expenses.
3. Specific fund accounts:
  - a. Auxiliary Cookbooks
  - b. Do Unto Others (DUO)
  - c. Life Endowment
  - d. Missions
  - e. Scholarships
  - f. Student Assistance
  - g. Tree of Angels

I. 1. Operating expenses

J. Merit tuition scholarship awards disbursing rules:

1. Tuition Aid Scholarships for one or more eligible entering LLU medical students shall be awarded annually.
2. The scholarship award for an individual student shall be from \$5,000 to \$10,000, depending on available funds.
3. Funds for the scholarship awards shall be drawn from the annual accumulated interest from the scholarship endowment fund as well as from specified donations to the scholarship fund.
4. The amount of funds available for scholarships will be determined at the end of the fiscal year after reviewing the financial report.
5. The Executive Committee shall authorize the allocation of funds to be awarded upon the recommendation of the Finance Officer and the Scholarship Chair.

**Criteria for the awards**

1. Has an outstanding GPA and high MCAT scores.
2. Has financial need.

3. Exhibits leadership qualities and service to others.
4. Is a member of the Seventh-day Adventist Church.
5. Is receptive to moral obligation to help other students in the future.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **Section A. Composition and Election**

1. The Board of Directors shall consist of the following officers:

President	JMA Sponsor and Associate
President-Elect	Little White House Chair and Associate
Past President	Membership Chair and Associate
Recording Secretary, hired	Missions Chair and Associate
Finance Officer	Program Chair and Associate
Arts/Decorations Chair	Public Relations Chair and Associate
Area Coordinator Chair and Associate	RMA Sponsor and Associate
Cookbook Chair and Associate	Scholarships and Student Missions Elective-Chair
DUO Chair and Associate	Special Projects Chair
Editor and Associate	Tree of Angels Chair
Hospitality Chair and Associate	

2. The officers are elected for a term of 2 years, ideally serving the first year as Associate, then the second year as Chair of the respective office. The Associate Officers for each office are elected each year. The Associate Chair becomes the Chair the second year. The President and President-Elect are elected for a term of one year.
3. A member serving on the Board of Directors will be expected to read and to understand the Bylaws before installation, and shall agree to uphold the Bylaws.
4. A Board member must comply with Article IV, B.
5. In the event of resignation, inability to serve, or death of any officer, the President, with the approval of the Board, shall be empowered to appoint a new officer to fill the unexpired term.
6. Each officer is expected to attend Board Meetings and designated Committee Meetings.

### **Section B. Board Meetings**

1. At the call of the President, the Board of Directors shall meet to conduct the business of the National Auxiliary once each month, September through June inclusive. (Off July and August.)
  - a. A meeting of the National Auxiliary Board may be called upon written request of twenty-five Members.
2. The President may call a special meeting of the Board of Directors whenever deemed necessary or shall call a meeting upon the written request of eight or more officers.

3. a. All officers shall be notified of regular meetings at least ten days in advance.
- b. Notice of special meetings shall be given to each officer at least twenty-four hours prior to the meeting.
4. A quorum for the legal transaction of all business shall consist of one-half of the Board Members plus one.

### **Section C. Duties and Powers**

The duties and powers of the Board of Directors shall be:

1. To conduct and administer the funds, affairs, and business of the National Auxiliary; to authorize all contracts (and major purchases).
2. To establish Membership dues and fund-raising programs.
3. To be responsible for all Auxiliary publications.
4. To adjust the number of officers as the need arises.
5. To establish and direct groups of National Auxiliary Members, designated as Chapters and Areas for the purpose of fostering better liaison between the Board and the National Auxiliary Members.
6. To direct a Junior Medical Auxiliary whose Membership shall consist of spouses of students of Loma Linda University School of Medicine. (This Auxiliary shall be designated as JMA.)
7. To direct a Resident Auxiliary whose Membership shall consist of spouses of medical residents and medical residents of Loma Linda University Medical Center. (This Auxiliary shall be designated as RMA.)
8. To censure or suspend a member of the Board, if such action is necessary, by a two-thirds vote of the Board of Directors. The member may be reinstated upon presentation to the Board of satisfactory evidence that the reason for such action no longer exists.

## **ARTICLE VII – DUTIES OF EXECUTIVE COMMITTEE OFFICERS**

More specific duties of each officer are found in the current National Auxiliary Handbook. The following officers constitute the Executive Committee:

### **Section A. President**

It shall be the duty of the President:

1. To preside over all meetings of the National Auxiliary, the Board of Directors, and the Executive Committee.
2. To uphold the Bylaws of the National Auxiliary.
3. To implement all resolutions voted by the Executive Committee and/or by the Board of Directors.

4. To sign the minutes with the Secretary, and to sign all contracts and legal documents with the Finance Officer.
5. To sign all correspondence related to financial affairs.
6. To call, when necessary, special meetings of the Board of Directors by giving notice to each Officer twenty-four hours in advance of the date of the meeting.
7. To disperse Student Assistance Funds as needed.
8. To appoint from the Board:
  - a. First and Second Vice Presidents (neither of whom shall be the Finance Officer) each of whom shall have served as a Board member for at least one year.
  - b. Additional committees as needed.
9. To adjust, with Board approval, duties of officers.
10. To be an ex-officio member of all committees, except the Nominating Committee, with the right to vote.
11. To appoint a Parliamentarian who shall attend all official meetings of the National Auxiliary and shall be without vote at the meetings of the Board of Directors.
12. To serve as the official representative of the National Auxiliary.
13. To update the Handbook annually.
14. To serve as Past President following the year as President.

### **Section B. President-Elect**

It shall be the duty of the President-Elect:

1. To attend all meetings of the Board of Directors and the Executive Committee.
2. To become familiar with the duties of the Presidency; to study the Bylaws, history, and policies of the National Auxiliary.
3. To assist the President in such duties as may be requested.
4. To be an ex-officio member of all committees.
5. To be a member of the Nominating Committee with vote.
6. To become President of the National Auxiliary for one year following the term as President-Elect.

### **Section C. Vice Presidents**

In the absence of the President, the Vice Presidents shall preside in the order of their office and shall temporarily perform the duties of the President as well as the duties hereinafter assigned to them. (See Article VII, Section A, 8a.)

#### **Section D. Finance Officer**

It shall be the duty of the Finance Officer:

1. To have custody of all funds of the National Auxiliary.
2. To collect all monies and to credit appropriate accounts.
3. To pay promptly by check all bills and check requests.
4. To sign with the President (or past president in the absence) all National Auxiliary checks.
5. To present a written financial report at the monthly meeting of the Board of Directors. One copy shall be retained in the permanent file at the National Auxiliary Office.
6. In conformity with US law, the accounts of the Finance Officer shall be audited by an independent and duly-qualified auditor whose notarized report shall be published in the AUXILIARY NEWS. (See Article V, Section C.)
7. To prepare the annual budget with the Finance Committee.
8. To advise the Board regarding financial planning.
9. (See Article V, Finance.)

#### **Section E. Past President**

It shall be the duty of the Past President:

1. To be an ex-officio member of the Board of Directors for one year.
2. To be present to assist the President wherever needed for all National Auxiliary activities.
3. To Chair the Nominating Committee and the Bylaws Committee (See Article XI, Section B, 3.)
4. To issue copies of the Bylaws to nominees immediately following their acceptance of office.
5. To submit a nomination form for selection of the “Woman of the Year” to be placed in the Fall issue of the AUXILIARY NEWS asking Members to send suggested names for this award to the National Auxiliary Office. The Executive Committee will review all nominations and select the “Woman of the Year”. This award will be presented at the APC luncheon. Nominees must be a member of the National Auxiliary and meet other criteria as listed in the handbook.

#### **Section F. Parliamentarian**

It shall be the duty of the Parliamentarian:

1. To attend all official meetings of the National Auxiliary.
2. To attend, without vote, the Board of Directors, Executive, and Bylaws Committees.

### **ARTICLE VIII – DUTIES OF CHAIR OFFICERS**

More specific duties of each Chair are found in the current National Auxiliary Handbook. The National Auxiliary shall carry on its major activities through the following Board Chairs.

- A. **AREA COORDINATOR CHAIR (ACC).** The Area Coordinator Chair shall establish and maintain networks for communication and sharing among Members and the National Auxiliary Board of Directors. The Chair will also actively involve more distant Members in Auxiliary projects, including their giving to specific mission projects.
- B. **ARTS AND DECORATIONS CHAIR.** The Arts and Decorations chair shall plan and provide all decorations for the general luncheons and APC Breakfasts and for other functions at the request of the President.
- C. **COOKBOOK CHAIR.** The Cookbook Chair shall be responsible for printing, advertising, and distribution of the Apple-A-Day cookbooks and other recipe books offered by the Auxiliary. The Chair shall keep account of funds received and shall deposit all funds with the Auxiliary Finance Officer.
- D. **DUO CHAIR.** The DUO Chair is responsible for soliciting DUO funds. These funds shall be used for approved Loma Linda University School of Medicine student projects.
- E. **EDITOR.** The Editor of the AUXILIARY NEWS shall, in accordance with the wishes of the President and the Board of Directors, be responsible for the publication of the AUXILIARY NEWS. The schedule of publication shall be determined by the President and the Board of Directors. The AUXILIARY NEWS shall serve as the notice of upcoming events.
- F. **HOSPITALITY CHAIR.** The Hospitality Chair shall plan, with the President, for the place of all luncheon meeting and APC meeting sites (especially the facilities of the University Church). The Chair shall secure reservations, plan menus, and reserve required equipment. The Chair, with approval of the President, shall sign contracts. The Chair, the Finance Officer, and the President shall sign necessary contracts.
- G. **JUNIOR MEDICAL AUXILIARY SPONSOR.** The JMA Sponsor shall attend all JMA meetings and act as liaison between the JMA and the Board of Directors. The sponsor shall promote, support, and interpret objectives and policies of the National Auxiliary and provide addresses for mailing the AUXILIARY NEWS and other correspondence to JMA Members.
- H. **LITTLE WHITE HOUSE CHAIR.** The Little White House Chair shall be responsible for receiving, organizing and distributing donated articles of clothing and furniture to LLU students.

- I. **MEMBERSHIP CHAIR.** The Membership Chair shall plan Membership campaigns. The Chair with the office secretary shall assist with registration at all National Auxiliary functions.
- J. **MISSIONS CHAIR.** The Missions Chair, working with the Missions Committee, shall assign mission projects to each Area. The Chair shall keep in close contact with the mission families by correspondence, serving as liaison between the National Auxiliary and mission families. Keep missionary names updated/added to wall around the globe. The Chair shall be responsible for planning the Missions Vespers during APC.
- K. **PROGRAM CHAIR.** The Program Chair shall arrange and plan, with the President, programs for all Auxiliary functions. It shall be the Chair's responsibility to provide information regarding programs to the Editor for publication in the AUXILIARY NEWS.
- L. **PUBLIC RELATIONS CHAIR.** Material for publication shall be prepared and edited by the Publicity Chair and shall be approved by the President. The Chair shall keep archives of press releases in the National Auxiliary Office.
- M. **RESIDENT MEDICAL AUXILIARY SPONSOR.** The Resident Medical Auxiliary Sponsor shall attend all Resident Auxiliary meetings and act as liaison between the Resident Medical Auxiliary and the Board of Directors. The Sponsor shall promote, support, and interpret objectives and policies of the National Auxiliary and provide addresses for mailing the AUXILIARY NEWS and other correspondence to the Resident Medical Auxiliary Members.
- N. **SCHOLARSHIPS AND STUDENT MISSIONS ELECTIVE CHAIR.** The Chair shall coordinate the presentation of scholarships to prospective medical students. The Chair shall work with the School of Medicine for Student Affairs and the National Auxiliary Executive Committee to determine to whom the scholarships will be given. The Chair shall solicit funds for the Scholarship Fund. (See Article V, H3, e and j for awards criteria.)  
  
The Chair shall also coordinate with the LLUSM Associate Dean of Student Affairs, and the approval of the National Auxiliary Executive Committee the disbursement of funds to medical students taking mission electives. Monies for the student mission electives shall be taken from the Auxiliary Mission DUO Funds.
- O. **SPECIAL PROJECTS CHAIR.** The Special Projects Chair, together with the Committee and the President, shall plan the fund-raising projects for the National Auxiliary, subject to approval by the Board of Directors. The Committee shall include Special Projects Chair, President, Finance Officer, Chair of Recipient Project Area, and others appointed by the President.
- P. **TREE OF ANGELS CHAIR.** The Tree of Angels Chair sends a letter of appeal to the Auxiliary mailing list for the year's major project chosen and voted by the Executive Board and the Board of Directors. Funds may be given in memory of or in honor of individuals.

#### **ARTICLE IX – BUSINESS MEETINGS**

- A. There shall be three general Business Meetings yearly – Fall, Annual Postgraduate Convention Luncheon, and Spring. At these meetings business shall be transacted, reports given, and minutes taken.
- B. Nominating committee report shall be presented and voted on at APC.

- C. Other meetings may be called at the request of the President or the written request of twenty-five Members.
- D. Notices shall be mailed at least three weeks prior to the business meetings.
- E. A quorum at any business meeting shall consist of one-half of the elected Board Members plus one, and twenty Members present.

## **ARTICLE X – ELECTIONS**

### **Section A. Nominations by Committees**

- 1. Candidates for vacancies on the Board of Directors, and a candidate for the office of President-Elect shall be nominated by a Nominating Committee consisting of the following:
  - a. The Past President as Chair
  - b. The President-Elect.
  - c. Three Members nominated from the floor by the Members present at the Fall Business Meeting.
- 2. Should individuals who are not members be nominated, they must immediately reactivate their membership or resign from nomination.
- 3. If, for any reason, a nominee cannot serve, an alternate shall be appointed by the President.
- 4. To be eligible for election, the candidate for the Board of Directors must be a Member. The candidate for the President-Elect to be eligible for election, must have served on the Board for at least two years.
- 5. The Nominating Committee shall submit its report to the Board of Directors; and it shall be published in the Spring issue of the AUXILIARY NEWS and or the National Auxiliary website.
- 6. The nominees are invited to attend APC functions and business meetings and the Spring installation of officers.

### **Section B. Additional Nominations**

Additional nominations of candidates for election to the Board of Directors may be made by any Member. Such nominations shall be made in writing, designating the office for which the candidate is proposed, each having written endorsement of at least twenty-five Members (together with the written consent of the nominee).

### **Section C. Presentation of Candidates**

1. The Chairman of the Nominating Committee shall present the report to the General Membership at the Annual Postgraduate Convention Business Meeting, and it shall be voted upon by the Members present.
2. At the Spring Business Meeting, the incoming President shall be presented and given a gavel and a presidential pin by the President. Officers shall be installed at this meeting. The incoming President shall take office on July 1.
3. If additional nominations (See Section B) are received, the Secretary shall prepare a ballot listing alphabetically the candidates for the contested office or offices. The ballot shall be mailed to each Member immediately following the Board Meeting. Before the date of the Annual Postgraduate Convention Business Meeting the votes shall be counted by the Secretary and other Board Members appointed by the President. The nominees for the Board of Directors who receive the highest number of votes shall be declared elected.
4. In case the President-Elect is unable or unwilling to become President, the current nominating committee shall meet and present a nominee for President-Elect from among the Membership of the Board of Directors. A nominee for the Board position thus vacated shall also be submitted by the Nominating Committee at this time. These two nominees shall be voted upon by the Board of Directors.

### **Section D. Installation**

The new President, the newly-elected President-Elect, and the Directors shall be installed at the Spring Business Meeting and shall assume full responsibility of office on July 1.

## **ARTICLE XI – COMMITTEES**

### **Section A. Executive Committee**

1. The EXECUTIVE COMMITTEE shall consist of the following Members of the Board of Directors:

President	Past President
First Vice President	Finance Officer
Second Vice President	Secretary (recording only – No vote)
President-Elect	
Parliamentarian, without vote	
2. Under the direction of the President, the Executive Committee shall handle routine matters between Board Meetings. Its decisions shall be presented at the next meeting of the Board of Directors.
3. In routine current expenditures, or in the event of an emergency, the Executive Committee shall have power to appropriate funds to a maximum of \$10,000. This transaction shall be presented to the Board of Directors at the next meeting.
4. A quorum of the Executive Committee shall consist of one-half of the Members plus one.

## Section B. Standing Committees

The Standing Committees shall function as follows:

1. **FINANCE COMMITTEE:** The Finance Committee shall advise regarding disbursement of funds of the National Auxiliary and report to the Board of Directors at the request of the President. It shall consist of the following Members:

President	Special Projects Chair
President-Elect	Past President
Finance Officer	

An additional member who is knowledgeable about investments including stocks and bonds shall be appointed to this Committee. The Finance Committee shall prepare the Annual Budget. (See Article V, Finance.)

2. **MISSIONS COMMITTEE:** The Missions Chair shall be the liaison between the LLUSM mission alumni families and the Board of Directors. The Missions Chair and Associate and the Area Coordinator Chair shall work together to assign mission projects to the area coordinators. The Missions Committee shall consist of the following Members:

President	Finance Officer
President-Elect	Missions Chair and Associate
Past President	Area Coordinator Chair (and Associate)

The Missions Chair shall be the Chair of the Committee.

3. **BYLAWS COMMITTEE:** It shall be the duty of the Bylaws Committee to initiate and/or accept proposals for Amendments to the Bylaws, and to institute measures to incorporate the amendments in the Bylaws as provided in Article XVIII. The Committee shall consist of the following Members:

President	Past President
President-Elect	Parliamentarian
	Finance Officer (new addition)

One Board Member shall be appointed by the President. The Chair shall be the Past President.

## Section C. Ex-Officio Member

The President and President-Elect shall be ex-officio Members of all Committees, with the exception of Nominating Committee (the President-Elect is a member of the Nominating committee with vote) and shall be notified of time and place of all meetings.

## ARTICLE XII. AREA ORGANIZATION

- A. The Board of Directors shall have full power to organize, establish or authorize the establishment of all Areas ~~and Chapters~~ within the United States of America and any foreign country or territory; to supervise and guide in their policies.

1. Areas shall be geographically designated

B. AREA ORGANIZATION

1. The purpose of the Area Organization is to establish and maintain networks for communication and sharing with Area Members and the National Auxiliary Board of Directors.
  2. Area activities shall be coordinated by the Area Coordinator Chair and the Area Coordinator.
    - a. The Area Coordinator Chair shall communicate with and support the Area Coordinators.
    - b. The Area Coordinator shall solicit funds from Area Members and shall send all donations to the National Auxiliary.
    - c. Area Coordinator will transmit information from the Board to Members.
- C. Areas may sponsor humanitarian projects in their areas but not to the exclusion of their mission projects.

**ARTICLE XIII. JUNIOR MEDICAL AUXILIARY (JMA)**

- A. The Board of Directors shall have full power to organize and establish a Junior Medical Auxiliary. (See Article VI, Section C, 7 6)
- B. The Junior Medical Auxiliary shall consist of the spouses of students and students of the Loma Linda University School of Medicine.
- C. The Junior Medical Auxiliary shall be governed by the National Auxiliary Bylaws (See Article III, Section B, 4), and shall be dues-exempt.
- D. The Junior Medical Auxiliary Sponsor and Associate shall be on the Board of Directors and shall coordinate the activities of the JMA with those of the National Auxiliary.

**ARTICLE XIV. RESIDENT MEDICAL AUXILIARY (RMA)**

- A. The Board of Directors shall have full power to organize and establish a Resident Medical Auxiliary. (See Article VI, Section C, 7)
- B. The Resident Medical Auxiliary shall consist of the spouses of residents and residents of Loma Linda University Medical Center and other affiliated hospitals.
- C. The Resident Medical Auxiliary shall be governed by the National Auxiliary Bylaws, (See Article III, Section B, 5) and shall be dues-exempt.
- D. The Resident Medical Auxiliary Sponsor and Associate shall be on the Board of Directors and shall coordinate the activities of the RMA with those of the National Auxiliary.

## **ARTICLE XV. ETHICS**

The Member, to be in good standing, must uphold the Bylaws of the National Auxillary. No member shall use the National Auxillary as a means of furthering any personal, political, or other selfish aspiration. (See Article VI, Section A, 3.)

## **ARTICLE XVI. POLICY**

### **Section A. Philanthropy**

1. Philanthropic funds of the National Auxillary shall be disbursed by action of the Board of Directors.

### **Section B. Policy of Non-Discrimination**

The National Auxillary is committed to equal employment opportunities for men and women of all races and does not discriminate on the basis of handicap, sex, race, color or national origin in its financial affairs, employment programs, or any Auxillary-administered program.

### **Section C. Membership Roster**

The Membership roster and mailing list shall not be made available to individuals or to organizations.

### **Section D. Auxillary News**

1. Receipt of the AUXILIARY NEWS, the official publication of the National Auxillary, is a benefit for Regular, Honorary, and Life Members.
2. The APC AUXILIARY NEWS issue will be mailed to all eligible members as a courtesy.

### **Section E. Stationery**

The National Auxillary letterhead stationery shall be used only by the Board of Directors for National Auxillary business.

## **ARTICLE XVII. DISTRIBUTION OF ASSETS**

This association is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits, or dividends to the Members thereof, and is organized solely for nonprofit purposes. The property, assets, profits and net income of this association are irrevocably dedicated to charitable and religious purposes and no part of profits or net income or assets of this association shall ever ensure to the benefit of any director, officer or member thereof, or to the benefit of any private person.

In the event of dissolution of this association, for whatever reason, or by whatever action, all assets of every kind whatsoever remaining after the payment of all debts, obligations and liabilities of the National Auxillary shall be transferred to the School of Medicine of Loma Linda University; or in the case the said

School of Medicine of Loma Linda University is no longer in existence, to the Alumni Association of the School of Medicine of Loma Linda University; or in the case the said Alumni Association is no longer in existence, to the General Conference of Seventh-day Adventists, as provided by the laws of the State of California or any other State, Country, Municipality of the body politic in which said property may be located at said time, and according to the Bylaws of this association, or as may be ordered by any court of competent jurisdiction.

The above associations are organized and operated exclusively for charitable and religious purposes and have established their tax exempt status under Section 23710d of the Revenue and Taxation Code and/or Section 501(c)(3) of the Internal Revenue Code.

If the above associations specified by the Board are unable or unwilling to accept this responsibility then all assets will go to another charitable association.

#### **ARTICLE XVIII. AMENDMENTS**

- A. Written proposals for amendments to the Bylaws may be presented to the Bylaws Committee for study. The proposed amendment(s) shall be referred to the Auxiliary Board of Directors.
- B. Amendments to the Bylaws shall be voted upon at a duly authorized Business Meeting. These amendments shall be published in the AUXILIARY NEWS and on the Auxiliary website at least three weeks prior to the Business Meeting. Copies of the Bylaws are available at the National Auxiliary Office.
- C. Amendments to the Bylaws shall be voted upon at a duly authorized General Business Meeting. The proposed amendments shall be made available in the National Auxiliary office, on the National Auxiliary website and noticed in the Auxiliary News.
- D. A two-thirds vote of the Members present shall be required to amend the Bylaws.

#### **ARTICLE XIX. RULES OF PROCEDURE**

All matters of procedure not directly covered by these Bylaws shall be governed and controlled by the most recent edition of *Robert's Rules of Order*.