

# **SECTION 7 – TRIBUTE FUND**

## **7.1 CONSTITUTION & BYLAWS**

### **1. Name**

The name of the Tribute Fund is the British Columbia Association of Health-Care Auxiliaries Tribute Fund

### **2. Purposes**

The Tribute Fund exists to assist in the education of deserving students enrolled in post secondary education, at a recognized institution, in a human health care field, by the awarding of bursaries.

The Tribute Fund will provide opportunity for member auxiliaries, individuals and businesses to make donations for which a tax deductible receipt will be issued.

### **3. Area**

The operations of the Tribute Fund will be carried out in the province of British Columbia.

### **4. Non-Profit Clause**

The organization shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used to promote its objectives.

### **5. Board of Directors**

The British Columbia Association of Health-Care Auxiliaries Tribute Fund Board shall consist of the BCAHA President, Treasurer and any three Directors as appointed by the BCAHA President.

### **6. Dissolution**

Upon dissolution of the British Columbia Association of Health-Care Auxiliaries Tribute Fund all assets remaining after payment of all liabilities shall be distributed as Bursaries in the province of British Columbia. The Tribute Fund Board of Directors shall in its entire discretion make such distribution.

# **BYLAWS**

## **Part 1 - Interpretation**

In these Bylaws, unless the context requires otherwise:

- a) “Society” means British Columbia Association of Health-Care Auxiliaries Tribute Fund;
- b) “Province” means the Province of British Columbia;
- c) “Society Act” means the Society Act of the Province of British Columbia and all amendments thereto;
- d) “Constitution” means the Constitution of the Society;
- e) “Bylaws” means the Bylaws of the Society;
- f) “Member” means a member of the Society pursuant to the Bylaws;
- g) “Board” means the Board of Directors of the Society;
- h) “Director” means a person elected or appointed to serve as a member of the Board pursuant to these Bylaws;
- i) “Officer” means a person elected or appointed to serve as an Officer pursuant to these Bylaws;
- j) “AGM” means an annual general meeting
- k) “Ordinary Resolution” means a resolution passed during a General Meeting by a majority of the votes cast;
- l) “Special Resolution” means a resolution passed during a General Meeting by a three quarters vote;
- m) “Day” means a calendar day;
- n) “Majority” means more than half of the votes cast; in favour of the resolution
- o) “A two thirds vote” means at least two thirds (2/3) of the votes cast; in favour of the resolution
- p) “A three quarters vote” means at least three quarters (3/4) of the votes cast; in favour of the resolution

## **Part 1 - Organization**

1. The property and affairs of the Tribute Fund shall be managed by a Board on which shall be vested full control of the receipts and expenditures of the Tribute Fund and which shall be charged with the making of policy, rules and regulations consistent with the objectives of the Tribute Fund.

## **Part 2 - Meetings**

1. The Board shall meet a minimum of once a year.
2. The society shall not give less than (14) fourteen days written notice of a general meeting to those members entitled to receive notice.
4. A quorum of the board shall be three members
3. At the discretion of the Chair of the Tribute Fund Board additional meetings will be called as deemed necessary and may be held electronically.

## **Part 3 - Minutes**

1. BCAHA shall have custody of the minutes of meetings of the BCAHA Tribute Fund Board.

## **Part 4 - Finance**

1. An interest bearing account shall be opened at a British Columbia Chartered Bank or Credit Union in the name of the BCAHA Tribute Fund
2. The signing officers shall be any two of BCAHA President, Treasurer and one other Director of the Tribute Fund Board.
3. Only the interest derived from the donations made to the Tribute Fund shall be used for the Bursary award.
4. The fiscal year of the Tribute Fund shall close on the 31<sup>st</sup> of December each year.
5. The financial books of the Tribute Fund shall be reviewed annually and the financial statements shall be included in the reports given to the BCAHA Annual General Meeting.
6. The Tribute Fund shall have no borrowing or lending power.

## **Part 5 – Standing Committees**

1. The Standing Committee of the Society shall be the Bursary Committee. The Bursary Committee shall consist of all officers of the Tribute Fund Board.
2. The committee shall elect the committee chair at its first meeting following the annual general meeting.
3. A quorum of the committee shall be (3) three members.
4. The Bursary Committee shall be responsible for establishing the qualifications for bursary applicants, format for bursary applications, amount of bursary to be awarded and selection of bursary recipient(s).

## **Part 6 - Parliamentary Authority**

1. The rules contained in the current edition of Robert's Rules of Order shall govern the Tribute Fund in all cases to which they are applicable and in which they are not inconsistent with this Constitution or these Bylaws.

## **Part 7 - Amendments**

1. The Constitution and Bylaws may be amended at a general meeting of the BCAHA Tribute Fund by special resolution.

## **7.3 TERMS OF REFERENCE**

### **Purpose:**

The purpose of this committee is to oversee the granting of Bursaries to deserving students in a human health related course of studies, and to research and pursue sources of revenue to grow the Tribute Fund.

### **Composition:**

The members of this committee are the BCAHA Treasurer, as chair and at least four others as appointed by the President.

**Term:** Ongoing

### **Accountability:**

The Tribute Fund Committee reports to and consults with the BCAHA board at all regular called meetings of the board or when specifically requested by the President or Executive members.

### **Responsibilities:**

1. Review current financial statements.
2. Access opportunities to increase existing resources.
3. Take action to acquire new revenue sources on a continuing basis.
4. Adjudicate the awarding of the annual bursary as per BCAHA guidelines.

Developed January 2012

## **7.4 POLICY AND PROCEDURE MANUAL**

### **Tribute Fund Bursary Standing Committee**

- A. The Bursary Committee shall consist of all officers of the Tribute Fund Board.
- B. The committee shall elect the committee chair at its first meeting following the annual general meeting.
- C. A quorum of the committee shall be (3) three members.
- D. The Bursary Committee shall be responsible for establishing the qualifications for bursary applicants, format for bursary applications, amount of bursary to be awarded and selection of bursary recipient(s).

## **1. Qualifications for Applicants\***

**\*Please refer to the updated Bursary Application Form (2019) found in the Member Resources section of the BCAHA website.**

- A. The applicant must be a resident of the Province of British Columbia
- B. The applicant must have volunteered no less than one hundred (100) hours of service in an accredited health-care facility in a BCAHA youth volunteer program.

## **2. Application Forms**

- A. Auxiliaries who sponsor youth volunteer programs shall provide students with letters indicating their hours of service, a bursary application, and any references they deem appropriate in assisting with the bursary application process.
- B. Application forms will be obtained through the sponsoring auxiliary.
- C. Each auxiliary will promote the Bursary Award.

## **3. Awards**

- A. Completed applications forms will be forwarded to the Tribute Fund Bursary Standing Committee who shall make the final selection.
- B. The recipient will be notified in December with a request for confirmation of registration for January in the following year.
- C. The educational institution will be sent a cheque once the confirmation of registration has been received.
- D. If no suitable candidate is found the bursary may be held over and two given the following year.

## **7.5 BURSARY PROTOCOL**

1. Applicants for the British Columbia Association of HealthCare Auxiliaries (BCAHA) Tribute Fund Bursary must be enrolled in the second semester of the second or subsequent year of studies in an accredited health-care program.
2. Applicants must have volunteered a minimum of 100 hours in a youth volunteer program sponsored by a BCAHA member auxiliary (Sponsoring Auxiliary).
3. The Sponsoring Auxiliary shall provide the applicant with:
  - Certificate to be completed by Auxiliary in co-operation with Volunteer Services Manager confirming the number of volunteer hours worked
  - Bursary Application Form
  - Letter of Personal Reference
4. Applicants must submit the following to the Tribute Fund Board of the BCAHA.
  - Completed Application Form
  - Proof of registration in second or subsequent year of health-care studies
  - Certificate confirming volunteer hours
  - Letter of Personal Reference
5. Applications must be received by BCAHA by October 1 of the application year so the selection can be made at the fall BCAHA Tribute Fund Board meeting.
6. The selected applicant will be notified by December 31 of the application year. The Bursary will be awarded February 1 of the following year when the Applicant is in the second semester of the eligible term. The award will be paid directly to the Institution.

Amended April 2012

## **7.6 INFORMATION FOR AUXILIARIES AND YOUTH VOLUNTEER CO-ORDINATORS**

### **Who Is Eligible To Apply For BCAHA Bursary?**

Y A student seeking financial assistance enrolled in the second semester of their second or subsequent year in an accredited post-secondary institution in a human health care field, who has accumulated at least 100 volunteer hours in an Auxiliary sponsored program

### **Auxiliary Sponsorship**

- **Youth Volunteer handled by Sponsoring Auxiliary**
  - Volunteer in Health Care Facility
  - Volunteer in Auxiliary owned/operated venue (gift shop, thrift shop, coffee kiosk)
  - Auxiliary purchases uniform
  - Auxiliary sponsors awards ceremony
  - Auxiliary sponsors in other ways
  
- **Youth Volunteers handled by Volunteer Services**
  - Volunteer Services works in conjunction with Auxiliary
  - Auxiliary purchases uniforms
  - Auxiliary sponsors awards ceremony

### **Bursary Requisites**

#### **Auxiliary Requirements**

- **To be given to graduating Youth Volunteer by Sponsoring Auxiliary**
  - Certificate of Volunteer Service – must be at least 100 hours
  - Bursary Application Form
  - Letter of recommendation from Sponsoring Auxiliary in conjunction with Volunteer Services if Youth Volunteer falls under Volunteer Manager

### **Student Requirement**

- **When applying for BCAHA Bursary – first semester of second or subsequent year**
  - Fill in Bursary Application
  - Include the Certificate of Volunteer Service and Letter of recommendation from Sponsoring Auxiliary
  - Letter of 200 words or less outlining goals and confirming financial need
  - Application to be received by the BCAHA office no later than October 1



# *CERTIFICATE OF VOLUNTEER SERVICE*

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**This Certificate confirms that**

(Name) \_\_\_\_\_

**Has completed \_\_\_\_\_ hours of service**

**As a Youth Volunteer**

**In association with**

(Auxiliary Name) \_\_\_\_\_

**Member of the**

**British Columbia Association of Healthcare Auxiliaries**

**Signed:**

(Auxiliary Representative)

(Volunteer Coordinator)

Date:

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