

June 28, 1951.

**Constitution of the  
Hotel Dieu Hospital  
Advisory Board  
KINGSTON, ONTARIO**



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## **Constitution**

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### **HOTEL DIEU HOSPITAL ADVISORY BOARD KINGSTON, ONTARIO**

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IT IS HEREBY ENACTED THAT  
THE FOLLOWING SHALL BE THE  
CONSTITUTION OF THE HOTEL  
DIEU HOSPITAL ADVISORY BOARD,  
KINGSTON, ONTARIO:

1. NAME: The Hotel Dieu Hospital  
Advisory Board, Kingston, Ontario, hereby  
created shall be known as "The Advisory  
Board".

2. MEMBERSHIP: The Advisory Board  
shall consist of His Grace the Archbishop  
of the Archdiocese of Kingston, Honorary  
President; The Rector of the Cathedral of  
the Immaculate Conception, Kingston, or  
the Diocesan Director of Hospitals for the  
Diocese of Kingston by appointment by His  
Grace the Archbishop; the Mother Superior  
of Hotel Dieu Hospital, her two councillors,  
the Hospital Bursar, and fifteen lay mem-

bers chosen by the Mother Superior of Hotel Dieu Hospital.

The two councillors of the Mother Superior and the Bursar shall retire at the pleasure of the Mother General and her Council. The fifteen lay members shall hold office at the pleasure of the Mother Superior and in accordance with the following retirement plan to give effect to which the said members shall be numbered by lot from one to fifteen. The members holding the first five numbers shall retire following the Annual Meeting in 1953 and five members shall be appointed to replace them for a period of three years; those holding the second five numbers shall retire following the Annual Meeting in 1954 and five members shall be appointed to replace them for a period of three years; those holding the third five numbers shall retire following the Annual Meeting in 1955 and five members shall be appointed to replace them for a period of three years. Any vacancy on The Advisory Board may be filled at any time by the Mother Superior, the appointee replacing the retired member for the remainder of the term of office of the member. Except for the foregoing arrangement for organization, members shall

be appointed for a term of three years and shall serve until their successors are appointed or until a resignation is accepted by The Advisory Board. Following retirement no member shall be eligible for re-appointment for a period of at least one year.

3. **OBJECTS:** The duty of The Advisory Board shall be to advise the Hospital in matters of administration and in the conduct of its public relations.

4. **OFFICERS:** The Advisory Board shall elect from among its members at its Annual Meeting, a Chairman, a Vice-Chairman and a Secretary.

The Chairman, or in his absence, the Vice-Chairman, shall preside at all Meetings of The Advisory Board and a quorum shall consist of nine members. The Secretary shall keep records of all minutes of meetings of The Advisory Board and generally conduct all correspondence in the name of The Advisory Board.

5. **MEETINGS:** The Annual Meeting of The Advisory Board shall be held in the month of January in each year at Hotel Dieu Hospital, Kingston, at the call of the Chairman, or in his absence the Vice-Chairman. Monthly meetings shall



be held, except during the months of July and August, at the call of the Chairman, Vice-Chairman, or Mother Superior. The order of business for all meetings shall be as follows:

- (1) Meeting called to order.
- (2) Reading of minutes of previous meeting.
- (3) Reading of letters and communications.
- (4) Reports of Committees.
- (5) Unfinished business.
- (6) New business.
- (7) Election of officers, (if necessary).
- (8) Adjournment.

6. COMMITTEES: The following committees with their respective Chairmen shall be appointed by the Board:

- (a) A planning and development committee of six members;
- (b) A committee of three members to consider and report to the Board on matters concerning the School of Nursing, to be known as the School of Nursing Committee;

- (c) A committee of three members to meet with duly appointed members of the Medical Staff, to discuss and report upon matters pertaining to the welfare of the Hospital, to be known as the Medical Committee;
- (d) A committee of three members to confer with officials of Queen's University, to be known as the Queen's Committee.

There shall be also an Executive Committee consisting of the Chairman, Vice-Chairman, and Secretary of The Advisory Board, and the Chairmen of the foregoing committees. The Mother Superior shall be an ex-officio member of all committees.

The several committees appointed by The Advisory Board shall perform such duties as may be assigned to them and shall report to the full Board at its regular meetings.

7. The decision of The Advisory Board shall be binding in handling any problems that are referred to it by the Mother Superior for advice.

8. This constitution may be amended upon the written request of three members

of The Advisory Board and subject to the approval of the Mother Superior, at any Annual, Special, or Regular Meeting of the Board.

9. A copy of such proposed amendment shall be mailed to each member of The Advisory Board at least two weeks before the meeting at which the amendment is to be discussed.

ENACTED at Kingston, this 28th day of June, 1951.

MOTHER BORDEN, Mother Superior.

J. M. HICKEY, Chairman.

C. V. TIERNEY, Secretary.

