

BYLAWS

ENLOE MEDICAL CENTER VOLUNTEERS

ARTICLE I

Name

The name of this organization shall be Enloe Medical Center Volunteers. ("EMC Volunteers")

ARTICLE II

Mission Statement

The mission statement of the EMC Volunteers is to enhance patient care and visitor satisfaction by providing community members with meaningful opportunities that support hospital programs, projects, and services. (*See EMC Volunteers' Purposes and responsibilities to compare*)

ARTICLE III

Membership

Section 1

Membership in the EMC Volunteers shall be open to all persons, regardless of race, sex, disability or creed, who are interested in donating volunteer service to Enloe Medical Center, for humanitarian, religious or charitable reasons, without contemplation of compensation, benefits or future employment. Applications for membership shall be submitted to the EMC Volunteer Executive Board by the Vice-President of Membership for ratification as prescribed by the Policies and Procedures.

Membership is organized through classifications of job group, volunteer type, and person type. Classifications help determine a volunteer's scope of service, intake procedures, and ongoing compliance standards.

Section 2

Job Group: A volunteer's job group is based on a continuum of support from general to specific within the organization. Enloe Volunteers has the following groups:

- a. *General Hospital Support* volunteers function to support the hospital generally. Typically, volunteers are not closely associated or under the supervision of a specific User Department. Example: Information Desk, Gift Shop.
- b. *General Department Support* volunteers function to support a specific department within the hospital. Volunteers typically have a defined liaison in the User Department. Example: Lifeline, Office Resource.
- c. *Nursing Unit Support* volunteers function specifically in a clinical nursing unit environment. Example: Children's Center, Infusion Therapy.
- d. *Patient Support* volunteers are closely associated with the delivery of patient care. Example: Patient Ambassador, Hospice.

Volunteer Type:

Volunteer type classification is based on criteria relating to 1) the degree to which the volunteer interacts with the general public, other than patients, 2) the degree to which the volunteer has patient contact, and 3) the degree to which a volunteer's placement bring them into a patient care environment.

- a. Q0. Volunteers have no patient contact, a low to moderate degree of public contact, and no clinical environment exposure. Example: Handcrafters, Gift Shop Buyer.
- b. Q1. Volunteers have a low degree of patient contact, a moderate to high degree of public contact, and low clinical environment exposure. Example: Gift Shop Associates, Office Resource, Musicians.
- c. Q2. Volunteers have a moderate degree of patient contact, a higher degree of public contact, and moderate clinical environment exposure. Example: Floor Couriers, Recovery Room Liaison
- d. Q3. Volunteers have a high degree of patient contact, moderate public contact and a high degree of clinical exposure. Example: Patient Ambassadors, Hospice Care

Person Type: A volunteer's overall typology in the database. Person types can be volunteer, life, college student, junior volunteer, employee as volunteer. These are all types of volunteers that define one's profile.

ARTICLE IV Officers

Section 1

Elected Officers - The elected officers of the EMC Volunteers shall be a President, President-Elect, Vice-President Membership, Vice-President Gift Shop Manager, Vice President for Special Events Recording Secretary, Corresponding Secretary, Finance Chairman, and 4(four) Members at Large. (Total of 12 Executive Board members)

Section 2

Term of Office - Officers for the EMC Volunteers shall be elected to serve a term of one-year, and may be re-elected for an additional term of one-year in the same office. After election for two successive terms to the same office (2 years), re-election may be allowed if the board determines the extension of an officer's service is necessary for the overall good of the organization.

Section 3

Election and installation of officers shall be held at the Annual Meeting. New officers shall take office on July 1.

Section 4

Attendance - All EMC Volunteers officers shall attend monthly Board meetings.

ARTICLE VI Duties of Officers

Section 1

The President shall be the Chief Executive Officer of the EMC Volunteers and the Executive Board and shall have the supervision of the general management of the EMC Volunteers. The President shall appoint the chairmen of all standing and special committees. The President shall be an advisory member of all standing committees of the EMC Volunteers. The President shall perform all duties incident to the office of the President. He/she will attend the Mt. Shasta Area Council meetings. The President will attend the Enloe Medical Center Board of Trustees meetings and the Enloe Foundation Board of Directors meetings as invited.

Section 2

The President-Elect shall, in the absence, disability or resignation of the President, assume all the powers and responsibilities of the President. The duties shall be to assist the President. The President-Elect will attend all business meetings of the EMC Volunteers. He/she will attend the Mt. Shasta Area Council meetings and serve as Co-Chair of the Nominating Committee.

Section 3

Vice-President Membership shall interview prospective volunteers and coordinate new member orientations with the Director of Volunteer Services. The Vice-President Membership shall make recommendations to the Executive Board for ratification of new members and shall give an annual membership report at the November Board meeting. The Vice-President Membership shall serve as Co-Chair of the Nominating Committee. Vice-President Membership shall, in the absence, disability or resignation of both the President and President-Elect assume the duties and powers incident to the office of President.

Section 4

Vice President for Special Events shall coordinate general membership meetings and oversee their functions, coordinating as appropriate with the Director of Volunteer Services any events designated at the request of EMC Volunteer Board. The Vice-President Special Events shall, in the absence, disability or resignation of the President, President-Elect and Vice-President Membership in order, assume the duties and powers incident to the President.

Section 5

Vice-President Gift Shop Manager coordinates the operations of the EMC Volunteers gift shops. The Gift Shop Manager will be a liaison between gift shop volunteers, EMC Volunteers Board, and the Director of Volunteer Services. The Vice-President shall schedule a minimum of one (1) annual re-orientation for all Gift Shop Volunteers in coordination with the Director of Volunteer Services. With Board approval, may attend gift shows with an educational focus. The Vice-President is responsible for inventory and purchasing.

Section 6

Recording Secretary shall be responsible for taking minutes at the EMC Volunteers Board and Membership meetings. These records shall be kept in the Volunteer Services office, and shall be available for inspection by any member during regular office hours.

Section 7

Corresponding Secretary shall be responsible for all correspondence, shall take minutes in the absence of the Recording Secretary, and shall perform such other duties as may be requested to this position by the President of the EMC Volunteers.

Section 8

Finance Chairman shall have charge of EMC Volunteers finances under the control and supervision of the EMC Volunteer Board. The Finance Chairman shall keep, or cause to be kept, detailed accounts of the assets, liabilities, receipts and disbursements of all activities of the Volunteers. The Finance Chairman shall render a monthly report to the EMC Volunteers Board as well as an annual report to the membership. The books shall be made available for audit at the end of each fiscal year.

All EMC Volunteers monies or funds of any kind shall go through the financial books which shall be kept in the Volunteer Services Office and be available for review by any member, the Director of Volunteer Services and the Chief Financial Officer of Enloe Medical Center.

Section 9

The Members at Large shall act as liaisons between volunteers and the EMC Volunteer Board; serve as greeters and hostesses for volunteer functions; assist the Public Policies Chairman with absentee voting; attend memorial services for members and immediate family; and other duties as may be requested by the President.

Section 10

In all matters not covered by the Bylaws, the EMC Volunteers shall be governed by Sturgis' Standard Codes of Parliamentary Procedure.

ARTICLE VII Executive Board

The Executive Board of the EMC Volunteers shall consist of the President, President-Elect, Vice-President Membership, Vice-President Gift Shop, Vice-President Special Events Recording Secretary, Corresponding Secretary, Finance Chairman, four(4) Members at Large, and the Director of Volunteer Services as an ex-officio. It shall meet at the call of the President.

ARTICLE VIII The - EMC Volunteers Board

Section 1

EMC Volunteer Board shall consist of the following:

- a. The officers of the EMC Volunteers.
- b. The Chairperson of the Standing Committees.
- c. The Vice-President/Executive Officer of Enloe Foundation, the Director of Volunteers Services, and the Hospice Volunteer Coordinator, shall be ex-officio.
- d. The Chairperson of any "Special Project" Committee who has been duly appointed by the President and/or the Board and whose term shall be for the duration of such special projects shall attend board meetings at the request of the President.

Section 2

All actions of the Board are subject to the approval of the governing board of Enloe Medical Center.

Section 3

Regular meetings of the Board shall be held once a month, unless otherwise established by the Board. A minimum of ten (10) meetings shall be held at a time and place designated by the Board and/or the President.

Section 4

Special meetings of the Board may be called by the President or as requested in writing by five(5) or more members with a 48 hours prior notice. The time and place of meetings shall determined by the President.

Section 5

A Quorum shall consist of a majority of the Executive Board Members.

A quorum shall be necessary for the transaction of business. In the absence of a quorum, the meeting shall be adjourned. No member shall be entitled to vote by proxy, however, a vote by e-mail may be taken by the President on one (1) motion only in any single e-mail. The e-mail vote shall be printed and attached to the minutes of month in which it was taken.

Section 6

Attendance - Board members who are unable to perform the duties of their office or are absent without cause from more than three (3) consecutive meetings shall be notified and automatically dropped from the Board.

Section 7

The Nominating Committee shall nominate, for Executive Board approval, any officers to fill un-expired terms occurring between Annual Meetings when not otherwise provided for in the Bylaws, except the office of President which shall be filled by the President-Elect.

ARTICLE IX

General Membership Meetings of the EMC Volunteers

Section 1

Meetings - There shall be a minimum of three (3) meetings of the EMC Volunteers membership each year. Further meetings may be called by the Board when deemed necessary.

Section 2

The time and place of the meetings are determined by the President and/or Board.

Section 3

Election and installation of the Executive Board of the EMC Volunteers shall take place at the annual meeting.

Section 4