

# **UAB BENEVOLENT FUND BYLAWS**

## **Vision:**

UAB Employees join together in a self-governed, consolidated charitable effort to support one another and our broader community.

## **Mission:**

To better our community by providing support to UAB employees in need and local nonprofits.

## **Values:**

Collaborate: Work as a team for the greater good.

Act with integrity: Be accountable and always do the right thing.

Respect all: Champion diversity and opportunities for all, with civility.

Excel: Innovate and strive for excellence in everything we do.

This fundraising enterprise shall be known as the "UAB Benevolent Fund," the chosen group of employees who govern the fund's operations shall be known as the "Benevolent Fund Council." UAB is defined as the University of Alabama at Birmingham and UAB Medicine entities. This includes UAB Hospital, the University of Alabama Health Services Foundation (UAHSF), Callahan Eye Hospital, VIVA Health, and the UAB Health System.

## **Article I – Purpose**

### **The purpose of the Council shall be to:**

- Enlist the employees of UAB to support charitable efforts through voluntary contributions.
- Eliminate the solicitation of employees on campus by individual organizations.
- Determine which nonprofits shall benefit from these funds.
- Distribute designated funds to each approved nonprofit.
- Provide aid and support to UAB employees through Council approved programs.
- Support UAB’s mission.

## **Article II – Council Membership**

### **Section 1. Qualifications of Membership**

1. Contributor to the Fund.
2. Full-time regular employee, part-time regular employee, and fellow or resident eligible to receive employee benefits from UAB.
3. The employee must be in good standing and have completed at least six (6) consecutive months of employment at UAB.

4. The nominee's supervisor must approve of the nomination and be supportive of the time commitment required to serve, estimated at four (4) hours per month.

Council members will be elected to represent each organization as detailed in Appendix I. This list may be modified as the University structure is changed or reorganized.

### **Section 2. Types of Membership**

The voting membership shall be composed of elected representatives based on representation from each section as identified by Benevolent Fund staff and listed in Appendix 1 of these bylaws. Each Council member position shall have one (1) member and one (1) alternate member.

### **Section 3. Election and Terms of Office**

Voting members shall each be elected for a term of two (2) years at the last meeting of the fiscal year. Training for new Council members shall occur prior to the start of the fiscal year. Terms shall begin at the start of the fiscal year.

So that there shall be continuity in governance, the Council shall be self-perpetuating and have rotating membership. Members shall serve a maximum of two (2) terms in office. Members may serve an additional four (4) years if serving on the Executive Committee. After eight (8) years of service, Council members must rotate off for at least two (2) years unless they are in the succession of Vice Chair to Chair; after completing the term of Chair, the member will rotate off the Council. Any positions vacant at the start of the year or vacated during the year will be filled by Council Chair appointment. Appointed members shall serve only for the remainder of the unexpired term for which they are appointed.

Members serving eight (8) or more years may elect to be recognized as a Council Member Emeritus. The Emeritus members will assist current Council members with conducting the Benevolent Fund Campaign in their respective areas.

### **Section 4. Size of the Council**

Changes to the composition of the Council's membership shall be approved by a majority vote of the Council.

### **Section 5. Officers and Duties of Officers**

The officers of the Council shall be Chair, Vice Chair, and other such officers as may from time to time be approved by the Council. Officers will be elected from the Executive Board of the Council, which is comprised of representatives of larger groupings of employees as outlined in Appendix I of these by-laws.

Officers shall assume responsibilities on the first day of the fiscal year and serve for one (1) year or until new officers are elected.

The Chair shall preside over meetings, fill vacancies, and oversee all Council activities. The Chair

shall also conduct the regular meetings of the Council's Executive Committee. The Chair shall be responsible for assisting with orienting new council members before the start of each fiscal year.

The Vice Chair shall assume the duties of the Chair in the absence of the Chair and automatically be elevated to the Chair if, for any reason, the Chair is unable to serve. If the Vice Chair is vacated, an interim election will be held to select a replacement. The Vice Chair shall have the responsibility of taking minutes at meetings. The Vice Chair shall ascend to the role of Chair if able to serve.

## **Section 6. Administrative Support**

The Benevolent Fund staff shall serve in non-voting support positions.

### Manager

The Manager shall:

- Coordinate fundraising efforts for the Benevolent Fund.
- Collect and maintain records of all official activities of the Council, its committees and any other business of the Council.
- Work with Vice Chair to keep the minutes, including records of attendance at Council and Executive Committee meetings.
- Work with the Executive Committee on the nominating process, and coordinate orientation of new council members in September of each year.
- Keep records of all funds received and disbursed. Distribute all funds in accordance with instructions from the University administration and the Council.
- Present regular financial reports to the Executive Committee and the Council.
- Prepare the budget to present to the Executive Committee and the full Council at the last meeting of the fiscal year.
- Prepare and present a written annual report to the Council which will also be made available on the Benevolent Fund website.
- Hire and supervise all support staff, student interns and volunteers.
- Oversee operations of Benevolent Fund programs including Employee Emergency Assistance, Blazer Kitchen, and other programming as funds are available and approved by the Council and UAB Administration.

## **Article III - Committees**

### **Section 1. Executive Committee**

Membership: The Executive Committee is comprised of representatives of larger groupings of employees as outlined in Appendix I of these bylaws. Executive Committee Officers include

the Council Chair, Vice Chair, Benevolent Fund staff, and all other appointed members who shall serve in a supportive capacity on the Executive Committee as non-voting members.

Meetings: The Executive Committee shall hold periodic meetings in May, June, and July. Special meetings may be called by the Council Chair. A majority of the voting members shall constitute a quorum for any regular or special meeting. A simple majority vote of those present and voting is required to conduct business unless otherwise specified in these Bylaws.

Duties: The Executive Committee shall have general supervision of the affairs of the Council between meetings if none of its acts conflict with the action taken by the Council. It may act upon routine questions in carrying out established policies, but shall not determine policy, authorize projects or donations, or adopt the budget. It may make recommendations to the Council, receive reports, and perform other such duties as required by these Bylaws. The primary responsibilities of the Executive Committee shall be as follows:

- Meet during April, May, June, and July to finalize recruitment of Council members and Executive Committee members. Develop a slate of members and officers to be presented at least ten days before the last Council meeting of the fiscal year for election by the full Council.
- Review the proposed budget for presentation to the full Council.
- Assist in new Council member training.
- Assist with fundraising across campus by mentoring new Council members from their areas in campaign planning and implementation.
- Review applications for inclusion as a designation non-profit and make a recommendation to the Council on all applications.
- Review designation nonprofits from time to time as deemed necessary. This process is to vet the nonprofit for continued inclusion on the list or may result in a recommendation to remove a nonprofit from the list.
- Assist with other projects as needed.

## **Section 2. Chair**

### **Employee Emergency Assistance Program (EEAP) Committee**

#### Mission

The Committee evaluates employee requests and makes decisions regarding disbursement of funds for emergency financial assistance to employees according to established criteria. The Committee may take other action, as it deems necessary in response to unusual circumstances.

#### Membership

A minimum of three (3) eligible voting members must be present to conduct business. Each member shall have one (1) vote. All Benevolent Fund Council members are encouraged to attend meetings to understand the workings of this Committee. The EEAP sessions are open to all Council members, but only those who have observed two (2) EEAP meetings may vote.

### Meetings

The Committee meets at the call of the Benevolent Fund Manager or designated staff member. Meetings are typically held weekly and chaired by the Benevolent Fund Manager or designee.

### Duties

The Committee is authorized to expend resources of the UAB Benevolent Fund as specified in the EEAP Operations Manual.

## **Article IV - Council Procedures**

### **Section 1. Meetings**

The Council shall meet four times a year unless otherwise called by the Executive Committee. The time and place of each meeting of the Council shall be given to each member of the Council at least one week before the date of the meeting.

### **Section 2. Attendance**

Council members are expected to attend all four (4) Benevolent Fund Council meetings or arrange for an Alternate member to attend on their behalf. The Benevolent Fund Manager will maintain attendance and report it to the Council Chair. If a member misses two (2) meetings within a one (1) year period, they will be brought before the Executive Committee for possible removal and replacement by the Alternate for the remainder of the term.

### **Section 3. Quorum**

One more than half of the voting members of the Council or their alternate shall constitute a quorum for any regular or special meeting. A simple majority of voting members present shall be required to approve business of the Council unless otherwise specified in these Bylaws.

### **Section 4. Parliamentary Authority**

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Council in all cases in which they are applicable and consistent with these Bylaws.

### **Section 5. Responsibilities**

Each Council member shall be responsible for the following:

- Making a minimum of one (1) personal contribution to the Benevolent Fund per fiscal year.
- Planning and implementing fundraising campaigns in their unit.
- Contact all new employees within Unit, welcoming them, presenting the Benevolent Fund and asking them to pledge to the Fund.
- Spend an average of four (4) hours each month on Benevolent Fund activities.

- Actively participate in and attend all Council meetings and/or have Alternate attend during times of illness or vacation.
- Recruiting employees as needed to assist with campaign activities in unit represented.
- Secure space for the Benevolent Fund on agendas across all unit leadership, faculty, and staff meetings.
- Create at least one hands-on event in your unit for the spring campaign.
- Secure space for Benevolent Fund at unit wide events when appropriate.
- Volunteer a minimum of 8 hours per year in the following areas:
  - Awareness and tabling events in your own area or others
  - Blazer Kitchen
  - Special projects such as the Habitat House Build
  - Social media takeovers when tabling or attending University/Hospital/Athletic events.
- Educate yourself about the Benevolent Fund, the community partners we support, the programs we offer, and how people can become involved with Benevolent Fund.
- Serve as an ambassador for the Benevolent Fund to other employees, students, and the community.

**Section 6. Change of Status and Resignation**

When a Council member transfers from one organization to another or leaves UAB entirely, a letter of resignation to the Benevolent Fund Council through the Manager shall be submitted as soon as possible. The Chair will contact the Alternate to assume the position of Council member.

When a Council member decides for reasons not indicated above to resign their position, a letter of resignation to the Benevolent Fund Council through the Manager shall be submitted as soon as possible. The Chair will contact the Alternate to assume the position of Council member.

**Article V – Financial Procedures**

**Section 1. Fiscal Year**

The fiscal year of the Benevolent Fund shall be October 1 – September 30.

**Section 2. Pledge Goal:**

In consultation with the UAB President and the Office of Advancement, the Benevolent Fund Manager will set a goal for the annual campaign.

**Section 3. Budget**

In August of each calendar year, a preliminary operating budget for the upcoming fiscal year shall be prepared by the Benevolent Fund Manager for recommendation to the Executive Committee. In formulating the annual budget, if the reserve account does not meet the target

amount of 15% of the most recent campaign pledge total, the reserve for contingency shall be a minimum of 3% of the total projected revenue. The Budget for the coming year must be approved by the last Council meeting of each fiscal year.

#### **Section 4. Contributions**

Contributions may be made by check, transfer of securities, credit card or by voluntary UAB payroll deduction.

#### **Section 5. Distributions**

Funds may be allocated to general support of the UAB Benevolent Fund, Blazer Kitchen, UAB Habitat House Build, United Way of Central Alabama, Inc., its partner agencies, and approved local nonprofits. Funds may not be disbursed directly to international organizations.

Individuals may not receive funds except in the case of funds disbursed through the Employee Emergency Assistance Program. Funding will be disbursed for adequate operation of Blazer Kitchen. The Benevolent Fund Manager shall report to the Executive Committee and the Council the total pledge amount designated annually to the Benevolent Fund programs, United Way of Central Alabama, Inc., its partner agencies, and approved local nonprofits. Disbursements above the pledged amount may be allocated at the instruction of the Council after all other expenses are considered and the reserve account is adequately funded.

With notification to the Executive Committee and Council, at the instruction of UAB leadership, the Benevolent Fund Manager shall have the ability to designate and disburse funds through UAB's standard financial procedures. These funds may be used for necessary operational expenses of the Fund, such as physical accommodation of the Fund's functions and maintaining current and accessible technology.

#### **Section 6: Year End Procedures**

At the end of each fiscal year, non-administrative accounts except for the reserve account and designated funds will be "zeroed" out with the remaining available balances being put toward pledge deficits to any approved agency. If there is no pledge deficit, utilization of unspent funds will be recommended to the Council by the Executive Committee. The year-end financial report shall be presented to the Council by the Benevolent Fund Manager for approval at the next full Council meeting.

#### **Section 7: Reserve Account**

The executive committee shall ensure a reserve account is maintained to fulfill pledges when pledge loss is more than anticipated, disaster relief for employees is greater than budgeted, or long-term project planning or other similar situations merit investment. The target reserve account balance shall be 15% of the most recent budget including donations and investment earnings.

### **Article VI - Termination of Council/Dissolution of Funds**

The President of the University of Alabama at Birmingham may terminate the Council by

written notice to the Benevolent Fund Council Chair. In the event of the termination of the Council by the UAB President, the UAB President shall apply and distribute the assets of the Benevolent Fund as follows:

- All liabilities and obligations of the Benevolent Fund shall be paid, satisfied and discharged or adequate provisions shall be made.
- Assets held by the Benevolent Fund under conditions caused by termination shall be managed or conveyed in accordance with those requirements.
- All of the remaining assets of the Benevolent Fund shall be transferred or conveyed to the Board of Trustees of the University of Alabama, and its successor if said corporation, or its successor, shall qualify as a public corporation and an instrumentality of the State of Alabama or as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, and if said corporation as its successor shall not qualify, then to some other organization or organizations organized for charitable purposes and shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

#### **Article VII – Equal Opportunity and Discriminatory Harassment Policy**

The UAB Benevolent Fund adheres to the policies of UAB. We reserve the right to decline to fund nonprofits that do not adhere to UAB’s Equal Opportunity and Discriminatory Harassment Policy.

#### **Article VIII – Amendment of Bylaws**

These Bylaws shall be reviewed as needed by the Executive Committee or an ad hoc Committee appointed by the Council Chair to make appropriate revisions. All proposed amendments to these bylaws must first go to the Executive Committee for review and recommendation before being brought to the Council. A proposed amendment must be circulated to all members of the Council at least ten days before adoption. The bylaws may be amended by a two-thirds vote of those present and voting at any regular or duly called meeting of the Council.

**Appendix I**

<b>Executive Committee Member</b>	<b>Council Member</b>
UAB Administration	Athletics
	VP Finance & Administration
	VP Research & Economic Development
	VP Access & Engagement
	University Relations
	VP UAB Advancement
	VP Information Technology
	VP Student Affairs
UAB Academics	Office of the Provost
	UAB Arts
	UAB Libraries
	School of Dentistry
	School of Education
	School of Optometry
	School of Nursing
	School of Health Professions
	School of Public Health
	Collat School of Business
	School of Engineering
	College of Arts and Sciences
	Graduate School
	Honors College
UAB Heersink School of Medicine	TBD
UAB Hospital	TBD
UAB Medicine	Callahan Eye Hospital
	UA Health Services Foundation 1
	UA Health Services Foundation 2
	UAB Health System
	Viva Health

## **Appendix II - Benevolent Fund Council Calendar**

### **October – 11:00-1:00, in person**

- Blazers Against Hunger training & materials
- Presentation from Blazer Kitchen to include shopper when possible
- Vote on new designation nonprofits

### **November – everyone works in their division/department**

- Blazers Against Hunger Campaign

### **December –**

- Begin recruiting Campaign Champions to assist you in your area
- Request time on agendas for areas you represent including department, division, schools, town hall and other meeting to be held January - April

### **January – 11:00-1:00, in person**

- Spring Campaign training & materials
- Presentation from EEAP to include recipient when possible
- Continue to request time on agenda to present on the Benevolent Fund
- Plan at least one (1) hands-on event for the area you represent

### **February - everyone works in their division/department**

- Implement Spring Campaign activities
- Promote Council Membership

### **March - everyone works in their division/department**

- Implement Spring Campaign activities
- Promote Council Membership

### **April – 12:00-1:00, Zoom,**

- Review Campaign Results
- Presentation from Designation Nonprofit

### **May, June, July – no Council events**

- Excellent time to volunteer with Blazer Kitchen and to start planning for campaign
- Executive Committee finalizes the recruitment of new Council members and budget preparations.

### **August – 12:00-1:00, Zoom, Council meeting**

- Elect Officers and Council members
- Set budget for the year
- Presentation from Habitat House Build, other project, or nonprofit

## September

- New member training

## History

Before 1984, separate and individual campaigns were held on campus for certain health-related agencies and for the United Way agencies. For example, in 1976, separate campaigns were held for the American Heart Association, the American Cancer Society, and United Way agencies. The total amount pledged to United Way in 1976 was \$121,841. In 1980, the National Voluntary Health Agencies campaign was held on campus, in addition to the ones named above, and in that year, UAB employees contributed a total of \$19,511 to all the health agencies and \$313,514 to the United Way agencies.

Holding four separate campaigns each year was difficult for all our employees but particularly burdensome to the individuals in each department who were responsible for conducting those campaigns. Also, UAB employees had very little input into decisions affecting how the campaigns were run or the campaign materials to be used. There was also no provision for employee assistance. That is why, in 1984, UAB President Dr. S. Richardson Hill appointed an ad hoc committee to study alternatives for handling employee charitable giving campaigns. It was chaired by Assistant Vice President Dorothy Mueller and had on it representatives from academic units in the Medical Center and University College, from University Hospital, and central support units such as Personnel and the Computer Center.

The Ad Hoc Committee presented to President Hill a proposal to create an employee-governed organization within the University to coordinate UAB employee charitable giving. The proposal was accepted and, in the summer of 1984, the UAB Faculty and Staff Benevolent Fund was officially formed. From the beginning, the Fund and its campaigns have been administered by the Benevolent Fund Council, consisting of UAB employees representing all academic and administrative areas. The 1985 Benevolent Fund campaign included for the first time two independent, non-UW/NHA agencies, and also began providing emergency financial assistance to UAB employees. In 1996 the Benevolent Fund campaign raised over \$1,000,000 in pledges and supported over 100 agencies, in addition to the many UAB employees served through its employee emergency assistance fund.

Dorothy Mueller August, 1997

## Formation of Initial Council

The Ad Hoc Committee for Combined Charities Campaign, appointed by the UAB President to

study the feasibility of creating a combined charities fund for UAB, elected the initial UAB Faculty and Staff Benevolent Fund Council from full-time regular employees and part-time regular employees. Of this initial Council, one half of the elected members from the respective University areas served one year and the other half served two years. Volunteers and recommendations for membership to the Council were encouraged and solicited from the employees.

In 1991 a special representative from UAHSF was appointed for 1992. As of January 1993, two representatives from UAHSF were to be chosen to provide appropriate representation from this unit.

In 1998, a representative from the Callahan Eye Foundation Hospital was added to the Council.

In 2003, the Program Coordinator position was changed to Program Manager and a part-time program coordinator position for Employee Emergency Assistance was added.

In 2014, the UAB Habitat for Humanity House build was established.

In 2017, Blazer Kitchen, a campus food bank, was established to serve UAB employees, students and patients.

In 2019, reconfigured the structure of the bylaws for clarity and structure. Proposed a new fiscal year to match the University fiscal year.

In 2021, the bylaws were revised to reflect the main work of the Council, which was determined to be fundraising for local nonprofit support, Employee Emergency Assistance, Blazer Kitchen and oversight of nonprofits supported through employee donations by the Designation Review committee.

