

**BY-LAWS
STANISLAUS COUNTY HEALTH SERVICES AGENCY
VOLUNTEER SERVICES**

ARTICLE I. NAME

Volunteer Services of Stanislaus County Health Services Agency (Hereinafter referred to as Volunteer Services).

ARTICLE II. PURPOSE

The purpose of this organization is to render service to HSA, its patients and community, and to assist HSA in promoting the health and welfare of the community.

ARTICLE III. POLICIES

Section 1. It shall be the policy of the Volunteer Services to:

- A. Have its own By-Laws and Policies. By-Laws to be reviewed every two years.
- B. Provide a volunteer program that supports HSA clients and families. Also, to give support to HSA staff and professionals so they may provide optimum care to our clients.
- C. Have its membership abide by all the existing policies and procedures of HSA that are relevant to the HSA Volunteer Services organization.

Section 2.

No part of the net earnings of the Volunteer Services shall ever inure to or be used for the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the Volunteer Services shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the tax exempt purposes for which it was formed.

Section 3. Upon the dissolution of the Volunteer Services Gift Shop or the Volunteer Services, after paying or adequately providing for all debts and obligations, the remaining assets shall be distributed to a non-profit fund, foundation, association or corporation, which is organized and operated exclusively for charitable, education, or scientific purposes which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code to be determined by the Executive Board.

ARTICLE IV. MEMBERSHIP

Section 1. Membership in the Volunteer Services shall be open to all adults who are interested in HSA and willing to uphold the purpose and standards of the Volunteer Services program. Membership shall become effective when the signed application for membership is received, and after completion of twenty-five (25) hours of volunteer service. The Volunteer Services patch shall be given to the volunteer after twenty-five (25) hours have been completed.

Section 2. Members are in good standing as long as they uphold the agreement stated in the Application for Membership and abide by all HSA policy and procedures.

Section 3. All members must complete the new Volunteer Orientation as required by Volunteer Services and must have an HSA approved tuberculin test if required. Fingerprinting is also required of all volunteers.

Section 4. Volunteers must purchase and maintain their own uniforms which are to be worn whenever working as a Volunteer.

Section 5. The types of membership in this Volunteer Services shall be:

- A. Active member: Active members shall be those who regularly participate in active service programs of the Volunteer Services. Members will have voting privileges.
- B. Associate Member: No voting privileges. Associate members defined as retirees or non-active members.
- C. Life Member: Lifetime membership given in recognition of outstanding service to the Volunteer Services. Life Members will have voting privileges. Must have longstanding commitment of at least 3,000 hours; quality service demonstrated; takes part in leadership roles. The Executive board determines who is eligible for Lifetime membership.
- D. Honorary Member: Given to community members in recognition of outstanding service to the Volunteer Services. Honorary members have no voting privileges.

Section 6. Service Awards

- A. Award pins are given by HSA in recognition of 100 hours of volunteer service. A service bar shall be given for each additional 100 hours of service up to 1,000 hours inclusive, and for each additional 500 hours of service. Volunteers are required to turn in their previous year's pin once new pin is received.

- B. Award year shall be July 1 to June 30.

Section 7. Membership in Volunteer Services may be terminated by:

- A. Voluntary resignation.
- B. Involuntary termination by the Director of Volunteer Services with agreement of the elected officers and Manager of HSA Human Resources.
- C. The County Health Services Agency retains the authority to require the involuntary termination of any Volunteer who fails to abide by applicable Health Services Agency and/or Stanislaus County policies. The Managing Director, Human Resources Manager or Director of Volunteers Services will give timely notice to the elected officers of the Volunteer Board in the event of such involuntary termination.

ARTICLE V. GENERAL MEETINGS

Section 1. The Volunteer Services general membership shall meet in regular session at least five (5) times a year. Meetings will be the 4th Tuesday of the months of January, April, May, June, and October. Additional meetings to be scheduled as necessary or by the call of the President.

Section 2. The time and place of the meeting shall be determined by the President and the Executive Board.

Section 3. Ten members shall constitute a quorum at any meeting of the Volunteer Services.

ARTICLE VI. OFFICERS AND THEIR ELECTION

Section 1. The elected officers of this Volunteer Services shall be:

President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer.

Section 2. Nominating Committee

- A. There shall be three (3) members of the Nominating Committee. The current President will appoint one member, and two members shall be elected at the January general meeting to allow time for the evaluation of potential officers.
- B. The Nominating Committee shall secure at least one nominee for all offices and shall report the nominees at the general meeting in April.

- C. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination, either by the Nominating Committee or from the floor. Election will be held in May with installation in June.

Section 3. Officers for this Volunteer Services shall be elected to serve for a term of one year, or they may be nominated and elected for additional terms.

ARTICLE VII. DUTIES OF THE OFFICERS

Section 1. President. The President shall:

- A. Be the Chief Executive Officer of the Volunteer Services and have the supervision of the general management of the organization.
- B. Appoint Chairpersons of all standing committees, Chairpersons of special committees as occasions may demand, and Chairpersons caused by vacancies.
- C. Be an ex-officio member of all standing committees of the Volunteer Services.
- D. Work closely with the HSA's Managing Director and Director of Volunteer Services.
- E. Welcome new members.

Section 2. President-Elect. The President-Elect shall:

- A. In the absence, disability or resignation of the President, have the executive powers and perform duties of the President.

Section 3. Recording Secretary. The Recording Secretary shall:

- A. Be responsible for keeping the records and attendance of all general and Executive Board meetings in books belonging to the Volunteer Services. These records shall be open for inspection at all reasonable times.
- B. Secretary is responsible for the reading of the minutes at all Executive Board Meetings and the General Meetings. Recommended changes to the minutes need to be presented at the meetings. Make available to all active members a copy of minutes from Executive Board and General Meetings.

- C. Prepare copies of said minutes for the Director of Volunteer Services.

Section 4. Corresponding Secretary. The Corresponding Secretary shall:

- A. Answer all correspondence:
Acknowledge all gifts for the HSA Volunteer Services and send thank you cards as appropriate.
- B. Send volunteers cards who are ill or sympathy cards to family in case of a volunteer's death. Cards and stamps are to be purchased from the Gift Shop out of the volunteer emergency fund.

Section 5. Treasurer. The Treasurer shall:

- A. Receive all monies and deposit same in the name of the Volunteer Services in a bank designated by the Executive Board.
- B. Be responsible for keeping adequate records of all receipts and all expenditures.
- C. Submit a monthly financial report to the Executive Board for approval.
- D. Have the Books ready for inspection for the designated auditor (appointed by executive board).
- E. Submit an end of year financial report at the July General Meeting of the Volunteer Services.
- F. Make sure that all checks are signed by any two of the following:
President, President-Elect, Treasurer, Director of Volunteer Services, Gift Shop Bookkeeper, and Gift Shop Manager.
- G. Be responsible for working with the President and Director of Volunteer Services in preparing the Budget for the upcoming fiscal year. It is then to be presented to the Executive Board for their recommendation to the General membership for their final approval.
- H. Prepare and gather information for taxes and submit to accountant each year in September.

ARTICLE VIII. DIRECTOR OF VOLUNTEERS SERVICES

The Director of Volunteer Services, an employee of HSA, shall coordinate all Volunteer Services, and be an ex-officio member of all committees.

ARTICLE IX. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Volunteer Services, the immediate past President, and the Chairpersons of the Standing Committees as set forth by these By-Laws. The Managing Director, the Senior Manager liaison designated to the Volunteer Program, and the Director of Volunteer Services shall be non-voting ex-officio members of the Executive Board.

Section 2. The function and duties of the Executive Board shall be:

- A. To establish new projects as requested by HSA, and to evaluate and recommend changes in projects already in operation.
- B. To act as an appeal board regarding the termination of any member who does not abide by the purposes and policies of the Volunteer Services and HSA as presented at the new volunteer orientation.
- C. To transact necessary business in the interval between meetings.
- D. To approve the plans of the standing committees.
- E. To approve all programs and policies of the Volunteer Services.
- F. To present all recommendations at the scheduled general meetings. Each recommendation is to be voted on by the Volunteer Services general membership.

Section 3. The Executive Board shall meet monthly. Additional meetings will be scheduled by the call of the President, or at the request of a majority of the Board.

Section 4. Twenty-five percent (25%) of the Board shall constitute a quorum.

Section 5. Any officer can act for the Board in emergencies, with such action to be ratified at the next Board meeting.

Section 6. Vacancies occurring on the Board shall be filled by Presidential appointment, with the approval of the Board. This appointee shall serve for the unexpired term.

ARTICLE XI. VOLUNTEER SERVICES GIFT SHOP

Section 1. The Volunteer Services Gift Shop shall be managed under the Policies and Procedures that have been established by the Executive Board and the Gift Shop manager in accordance with the Volunteer Services Policies.

ARTICLE XII. ARTICLE AMENDMENTS

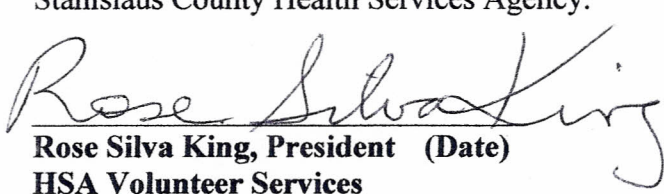
Section 1. These By-Laws may be altered, repealed, or amended by the affirmative majority vote of the members present and voting at any regular or special meeting of the Volunteer Services, provided that notice of the proposed alteration, repeal, or amendment is contained in the notice of such meeting, which has been mailed by not less than 14 days in advance of the meeting. No amendment to the By-Laws shall become effective until approved by the general membership.


ARTICLE XIII. PARLIAMENTARY AUTHORITY

PARLIAMENTARY authority for HSA Volunteer Services shall be Roberts Rules of ORDER latest edition.

ARTICLE XV. APPROVAL

These By-Laws shall become effective immediately upon approval of the HSA Managing Director and HSA Volunteer Service's President. Adopted by Volunteer Services of Stanislaus County Health Services Agency.

 1/25/12
Rose Silva King, President (Date)
HSA Volunteer Services

 1/25/12
Mary Ann Lee (Date)
HSA Managing Director

REVISED/2012