

Friends of Penn State Health and College of Medicine BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Friends of Penn State Health and College of Medicine.

ARTICLE II: OVERVIEW

The Friends of Penn State Health and College of Medicine is a volunteer organization comprised of employees, friends and community volunteers interested in supporting the health and wellness of our region. Friends chapters on the West Shore, Lancaster, Berks and Dauphin counties will support volunteer, social and fundraising activities aimed at enhancing world-class health care close to home and our College of Medicine.

The organization is supported by Penn State Health and College of Medicine's Office of Development and Alumni Relations, specifically the Division of Annual Programs. The Executive Director of Annual Programs will serve as the primary liaison to the organization. Chapter-specific engagement will also occur with the West Shore Director of Development; Lancaster Medical Center Director of Development; St. Joseph Medical Center Director of Development; and Executive Director of Annual Programs for Hershey Medical Center and College of Medicine respectively.

ARTICLE III: VISION/MISSION

We envision a community where all residents receive access to world-class care, close-to-home.

Our mission is to SERVE:

- **Support** Penn State Health by providing resources to enhance patient care.
- **Educate** the community of the services offered by Penn State Health.
- **Raise funds** to enhance the health and well-being of patients and the community.
- **Volunteer** to support the efforts of the organization to make a positive impact in the community.
- **Engage** our community around activities that enhance world-class care, close to home.

ARTICLE IV: MEMBERSHIP

I. Membership Eligibility

The following classifications of individuals are eligible to be members of the Friends of Penn State Health and College of Medicine:

- a. Penn State Health employees, spouses/partners and dependents

- b. Penn State College of Medicine employees, spouses/partners and dependents
- c. Community members who support and promote the objectives of the organization

II. Membership Year

Membership shall be for the fiscal year, July 1 – June 30.

III. Membership Dues

Membership dues are accepted on a rolling basis throughout the fiscal year. To remain a member in good standing, annual membership dues must be paid by June 30 for the following fiscal year. After appropriate notification, members who have not renewed their annual membership as of July 1, will be dropped from the active membership roster and will only be reinstated upon payment of current year's dues.

Two levels of membership are offered:

- a. Annual Membership = \$50.00
- b. Lifetime Membership = \$300.00

Membership dues [may be paid online](#) or by check and mailed to Development Office, PO Box 852, Hershey, PA 17033-0852.

Membership dues are a 100% charitable contribution to Penn State and will be used to support each chapters' operating expenses.

At the time of enrollment, members may elect their home Chapter. No additional chapter membership fees exist.

ARTICLE V: LEADERSHIP

I. Advisory Board

Friends of Penn State Health and College of Medicine's Advisory Board will be comprised of Chapter board chairs/presidents and Penn State Health's Chief Operating Officer. This group will meet at least biannually to share updates, ideas and best practices between Chapters. The committee will be convened and staffed by the Executive Director of Annual Programs.

II. Chapter Boards of Directors

BOARD MEMBER TERMS: Each Chapter board will establish their term limits not to exceed six years of consecutive service. Once they reach their term limit, a Chapter

board member must rotate off the Chapter board for a minimum of one year before board eligibility renews.

BOARD MEMBER EXPECTATIONS:

- a. Make a meaningful personal contribution above the membership fee.
- b. Attend 70% of the board meetings.
- c. Actively participate in all meetings. When unable to attend, board members will review the itinerary and submit questions/comments in advance of the meeting to the chair. Board members will arrive at meetings fully prepared to actively participate.
- d. Contribute their time and skills by serving on and occasionally leading a board committee.
- e. Assist with fundraising and service projects.
- f. Attend major events.
- g. Share their contacts and open doors.
- h. Identify new “friends” for the organization and invite them to join or contribute.
- i. Be a good advocate by talking about the organization to anyone who is interested and invite them to events or for a hospital/college tour.
- j. Say “thank you” by making personal phone calls to donors during our Gratitude Month.

BOARD COMPOSITION: Each Chapter shall have a board of directors, comprised of a maximum of 12 individuals. Each Chapter board will maintain a five-person executive committee comprised of a President/Chair, President-Elect/Vice-Chair, Past-President/Past-Chair, Secretary and Treasurer. The Development Office advisor will also serve on this committee in an Ex-Officio capacity.

If deemed appropriate by the executive committee, committee leads may also maintain board appointments.

EXECUTIVE COMMITTEE DUTIES:

- a. President/Chair – The President/Chair will preside at all board meetings and provide general supervision over the interests and welfare of their respective Chapter as stated in the Bylaws. The President/Chair shall work with the board to set priorities and goals for the fiscal year. When unavailable, the President/Chair shall fulfill the role of Treasurer in approving expenses. The President/Chair shall be the primary liaison with the Office of Development, and other departments and staff as necessary. The President/Chair shall serve in the role for a period of one fiscal year. The President/Chair should maintain active membership and be available in an advisory capacity for one-year following the end of their service as Past-President/Past-Chair.

b. President-Elect/Vice-Chair – In the absence or inability of the President/Chair to perform official duties, the President-Elect /Vice-Chair shall perform the duties of the Chair. The President-Elect/Vice-Chair will also serve as the Nominating Committee lead, ensuring a full slate of executive committee members is presented to the board at the May board meeting. The President-Elect/Vice-Chair shall serve as an ad hoc committee member of all committees. The President-Elect/Vice-Chair shall serve in the role for a period of one fiscal year.

c. Past-President/Past-Chair - The Past-President/Past-Chair will serve in an advisory capacity for one-year following the end of their service as President.

d. Secretary – The Secretary shall keep a record of the proceedings of board meetings. In addition, the Secretary shall prepare a yearly summary of all Chapter activities for record-keeping purposes. The Secretary shall serve in the role for a period of one fiscal year.

e. Treasurer – The Treasurer will work with the Executive Director of Annual Programs to manage the Chapter funds, which is held by the Penn State Health Treasury Office. Together with the Chair/President, the Treasurer shall set an annual operating budget in March for the following fiscal year. Once approved by Penn State Health, the Treasurer is responsible for maintaining detailed financial records for their respective Chapter. In accordance with Penn State policy, the Treasurer shall approve and submit all requests for payment. The Treasurer shall also interface regularly with income generating committee leads (Peace Tree, Membership and Fundraising) to closely track income. The Office of Development will provide a monthly gift income report as well as a monthly operating budget report. The Treasurer shall serve in the role for a period of one fiscal year.

f. Ex-Officio Board Member: Each Chapter will work with their respective Development Officer. The Ex-Officio does not have board voting rights; however, they do provide fiduciary oversight for the organization ensuring funds raised annually are allocated appropriately to meet priorities.

g. Nominating Committee – led by the President-Elect/Vice-Chair, the Nominating Committee shall be comprised of three to five members. This committee will present a slate of candidates to fill Board roles at the April meeting. To confirm a Board appointment, an individual must receive a minimum two-thirds ‘yea’ vote from voting-eligible board members. If a board seat is vacant or a board member doesn’t respond to the request to vote or abstains from voting, they will not be considered part of the needed two-thirds vote.

ARTICLE V: MEMBER INTEREST AREAS

Members are invited to actively engage in their respective Friends of Penn State Health and College of Medicine Chapter. Following are suggested committees, that Chapters may adopt. This is not an exhaustive list of possible Chapter committees.

- I. Peace Tree Committee – The Peace Tree Committee will organize this holiday fundraising appeal to honor and remember loved ones with a gift to a donors' selected hospital. The committee will also take the lead on a thank you item to be shared with all donors, acknowledgement letters to loved ones recognized or remembered as well as decorating of the Peace Tree. The Office of Development will coordinate the writing, list management, dissemination and acceptance of gifts for each Chapter.
- II. Events & Engagement Committee – The goal of each Friends of Penn State Health and College of Medicine Chapter is active member engagement. This committee will be responsible for arranging social and volunteer activities, i.e., assembly of distraction kits for the emergency department, for member participation.
- III. Staff Appreciation Committee – The Staff Appreciation Committee will work with the Office of Development and their respective Director of Development to develop opportunities to recognize and show appreciation to health system staff during the four Penn State Health-supported celebrations: National Doctor's Day (March 30), Nurses Week (May), Hospitals Week (May) and EMS Week (May).

The Committee may choose to offer additional appreciation opportunities at other times throughout the year. For example – breakfast for hospital staff or medical students after exams.

- IV. Marketing & Communications Committee – The Marketing & Communications Committee will serve as the primary 'voice' for their respective Friends of Penn State Health and College of Medicine Chapter. The committee will work with the Office of Development for all website updates and social media posts. Additionally, the Office of Development will provide an eNewsletter platform for membership communication.
- V. Fundraising Committee – Each Chapter may choose to host one or more fundraising events annually to support their respective hospitals. This committee will work in tandem with the Office of Development to receive necessary approvals for events, set-up vendors in the Penn State Health system, execute contracts and submit vendor payment. Additionally, the Office of Development will offer guidance and receive approval on ticketed costs, sponsorship levels and fundraising activities. Penn State does not hold a small games of chance license, therefore activities like raffles are

prohibited. The Office of Development will provide a web-based solution for ticket sales and sponsorship payments.

- VI. Membership Committee – The Membership Committee is responsible for recruitment of new members; as well as the annual renewal of current members. The Committee shall also maintain an active membership roster and ensure recruitment materials are available at all Friends of Penn State Health and College of Medicine events and functions. Together with their respective Director of Development, the Committee chair will work with the region’s Human Resources representative to make membership materials available to all new employees.

ARTICLE VI: AMENDMENTS

These Bylaws may be amended at any regular Advisory Board meeting by majority vote.

Bylaws Approval

Drafted: April 2023

Adopted: July 2023