

# Volunteer's Handbook

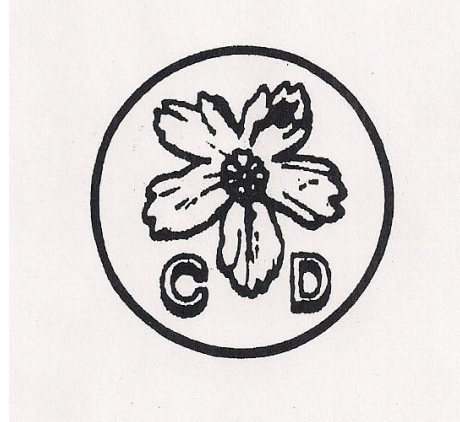


CLEMSON DOWNS  
VOLUNTEERS HANDBOOK

*Seventh Edition 2011*

Clemson Downs Volunteers, Inc.  
500 Downs Loop  
Clemson, SC 29631  
(864) 654-1155

The Oconee Bell, a wild flower native to the upcountry of the Carolinas is the floral symbol for the Clemson Downs Volunteer emblem. The design was executed by



a local artist, the late Charles Council.

## **WELCOME**

There are many ways of serving one's community. You have chosen one of the most caring, by offering to share your time and talent in a health care setting. May you feel all the joy which comes from making life brighter and easier for those in need of your caring and concern.

As a Clemson Downs Volunteer you are joining an organization which from its beginning has made an impact on the community. Our goal is to make our program the best of its kind. Your enthusiastic work on the Clemson Downs Volunteers team will help us reach that goal.

This handbook is designed to give you information regarding volunteer duties and responsibilities. Please read it carefully. In the future as you refer to it, you may find items that have been missed which can be included in future editions. Your observations, ideas, and suggestions are welcomed.



Thank you for giving yourself as a Clemson Downs Volunteer!

## **HISTORY OF CLEMSON AREA RETIREMENT CENTER AT CLEMSON DOWNS**

For many years retirees have been coming to the Clemson area because of its many advantages. There was one disadvantage there was no local health care facility. In 1976 a group of retirees took a survey of people their age bracket to see if there might be interest in a planned retirement community in Clemson and what facilities should be included.

The response was overwhelmingly positive. Older citizens considered essential a health care facility which would serve not only the retirement community, but the Clemson community at large.

The Health Care Center at the Downs was opened in the fall of 1980. There were Downs residents who helped out by answering the reception desk phone and visiting patients on an informal, unorganized basis.

From the inception of CARC, volunteerism was basis to its concept. After the Health Care Center had been in operation three years, it was most appropriate that volunteer services be organized and recognized.

Since 1983 the Clemson Downs Volunteers have donated, from fund raising activities and gives, over a hundred thousand dollars of equipment to CARC, and volunteers have given over 70,000 hours of service to Downs residents.

You, who follow the charter members of Clemson Downs Volunteers, join a proud tradition.

## **HISTORY AND ORGANIZATION OF CLEMSON DOWNS VOLUNTEERS, INC.**

At a meeting of new Clemson Downs Volunteers on September 14, 1983, the steering committee for the Health Care Center became its first board of directors.

As of April 19, 1984,. The Clemson Downs Volunteers received a certificate of incorporation as an eleemosynary organization under South Carolina law giving it a tax exempt status, both federal and state. Thereby gifts, contributions and memorials to the "Clemson Downs Volunteers, Inc." are tax deductible.

The first annual membership meeting of Clemson Downs Volunteers took place April 26, 1984, at which time bylaws were passed and a new board elected. The CDV board of

directors consists of four officers and eight members at large. Our fiscal year is from January 1 to December 31 with an annual membership meeting in the spring to elect a new board, present committee reports, introduce new members, recognize meritorious service and to conduct other pertinent business.

In order to raise money for extra services and equipment for the HCC, the Clemson Downs Volunteers have had special fund raising/social activities. In recent years the major portion of our funds has come from memorial gifts which are tax deductible.

## **CHARTER MEMBERS**

At a January 1984 board meeting a motion was passed that "Any volunteer who signed up as of October 1, 1983 and who has been active in the Clemson Downs Volunteer program on January 1, 1984 shall be considered a charter member." The following people met the above criteria and were therefore designated charter members of Clemson Downs Volunteers, Inc.:

Carol Ackerman Louise Denchfield Norma McLane  
Nancy Alley Carol Dickerson Fred McNatt  
Betty Ambrose Kay Dimmock Lille McNatt  
Mina Anderson Carole Dysart Ina O'Dell  
Conrad Ambrecht Helen Efland Mildred Peterson  
George Baker Janet Eflin Victor Peterson  
Mildred Ballinger Jane Eidson Anne Poor  
Esther Barnes Karen Ellers Madeline Post  
Pat Barnett Kathy Ellers Ida Richardson  
Hunter Bell Amoret Evans Helen Robinson  
Ann Bishop Viola Ford Sandy Rosche  
Mada Bloss Carolyn Galluscio Elizabeth Royal  
Ruth Bock Margie Garner Eula Salley  
Dorothy Boulware James Gaston Florence Satterfield  
Doris Bowers Mary Lou Gossett Tanner Senn  
Frances Boyd Lucile Grimes Sandy Smith  
Betty Boynton Marguerite Gustafson Sarah Lou Snell  
Robert Boynton Helen Hagey Tressie Snyder  
Louise Bradley Judy Hebert Margaret Stiepel  
Frances Brandt Goldie Hindman Suzy Stone  
Ann Brown Marie Hindman Evelyn Sutherland  
Nan Bryant Rose Huff Mary Timberlake  
Patricia Buchanan Tompy Hunter Dorothy Vedder  
Imogene Cahill Gilda Huston Barbara Wade  
Dorothy Carlisle Frances Kirkland Joan Waller  
Louise Chapman Carol Kozma Ann Ware  
Inez Coffeen Dorothea Kuisma Patricia Warren  
Carol Cottle Sybil Kytte William Wedderspoon  
Alva Cunningham Patricia Lennox Molly Welter  
Mary Bell Davis Jean Marx Tilla Williamon  
Mildred Davis Elizabeth Mehan Lou Willimon  
Pamela Deal Jane Moran Jeffery Yang  
Beulah Dee Mary McCormac Anne Young

## **PAST PRESIDENTS**

Marguerite Gustafson 1983-1986  
Dorothy Vedder 1986-1988  
Carole Dysart/Mary Lou Gossett, VP 1988-1990  
Jane Moran 1990-1992  
Madge "Putt" Webb 1992-1994  
Carol Ackerman 1994-1996  
Mary Ann Hayden 1996-1998  
Linda Graham 1998-2000  
Odessa Carter 2000-2002  
Carolyn Fulmer 2002-2006  
Sybil Fanning 2006-2009  
Barbara Adams 2009-

## **QUALIFICATIONS FOR MEMBERSHIP**

Membership in the Clemson Downs Volunteers shall be open to any person interested in working with the residents of CARC. Those persons interested in performing volunteer services may become active members in the Volunteers upon personal interview, on premises training, and the approval of the Membership Chairman.

**Active member**—A minimum of twenty hours of service a year is required to be listed as an active member.

**Inactive member**— If a volunteer finds that for personal reasons, he/she cannot fulfill the twenty hours per year requirement, a leave of absence may be granted for a period of three months with provision for renewal. Requests must be made in writing or by official telephone call to the membership chairperson.

A volunteer who finds it necessary to resign from the organization should file a written resignation or make an official telephone call to the membership chairperson.

**Honorary member**— Honorary membership status may be granted at the discretion of a majority of the Board of Directors to a volunteer who is no longer able to serve as an active or inactive member. Volunteer must be living at the time this honorary membership is granted and meet the criteria for Honorary Membership as stated in Article III, Section 5 of the bylaws.

**NOTE**— For further detailed information on membership see Article III of the bylaws.

## VOLUNTEER CODE

A high code of ethics is basic to all volunteer functions.

It is important:

- To be professional in all areas of contact with residents, guests, and visitors.
- To have a gracious and caring attitude.
- To be reliable in attendance and conscientious in the fulfillment of services.
- To accept instruction and supervision graciously.
- To take any problems, criticisms, or suggestions to your coordinator or to the organization president.
- To refrain from asking for clinical information regarding a resident.
- To seek no free medical advice.
- To give no medical opinions or advice to residents.
- To respect the privacy and confidentiality of all residents and not to repeat any information heard directly or indirectly.
- To uphold the standards and traditions of the organization while an active member and to resign in good standing according to procedures.

## SERVICE AREAS

Three main areas of service are open to Clemson Downs

Volunteers:

- *The Health Care Center:* assisting the staff in providing care for residents.
- *The Reception Desk:* greeting visitors and providing direct information.
- *Assisted Living - D Building:* providing companionship, services and programs for residents.



## SERVICES—HEALTH CARE CENTER

Volunteers who assist the staff in the HCC may perform some or all of the following services:

- Fill each resident's water pitcher with ice and fresh water.
- Check any flowers and plants in the resident's rooms for freshness and water.
- Assist with filling bird feeders outside the HCC.
- Assist residents at meal hours.
- Assist activities director by helping with planned activities and posting activities calendars in resident's rooms.
- Assist residents with writing letters and addressing envelopes.
- Read newspapers and magazines to residents.
- Visit with residents to brighten their day.
- Take residents on walks or wheel them up and down the hall or outside (weather permitting).
- Accompany residents on van trips and outings as scheduled.



## SERVICE—RECEPTION AREA

Volunteers who work at the Reception Desk:

- Greet and assist visitors and residents in the reception area.
- Post Health Care Center resident census daily.
- Notify administrative office of mail arrival.
- Direct job applicants to administrative office.
- Direct inquiries regarding apartments, townhouses, and patio homes to administrative office.
- Handle resident phone calls according to reception desk procedure book.
- List appointments for hearing aid specialist.
- Sell stamps, greeting cards, and note cards.
- Loan medical aids and keep records of loans and returns.
- Call volunteer membership regarding special events and meetings.
- Provide clerical assistance to our own organization when needed.
- Follow the guidelines in the reception desk handbook for coordinating the volunteer driver's program.





## **SERVICE— ASSISTED LIVING D BUILDING**

Volunteers who work with residents in Assisted Living:

- Are “friendly visitors” by becoming acquainted with residents and visiting them on a regular basis.
- Assist with monthly birthday parties—baking and or serving treats.
- Conduct weekly bingo games and sing-alongs.
- Arrange or help with special entertainments and holiday programs.
- Lead Bible discussions.
- Assist with van outings.
- Help transport residents in wheelchairs to the dining room or wheel them outside.
- Play cards and games with residents.
- Direct a discussion group on current events or topics of interest to residents’ backgrounds.

**Volunteer services in any area do not include lifting residents, giving medication, or any kind of nursing / medical attention.**



## BASIC INFORMATION FOR VOLUNTEERS

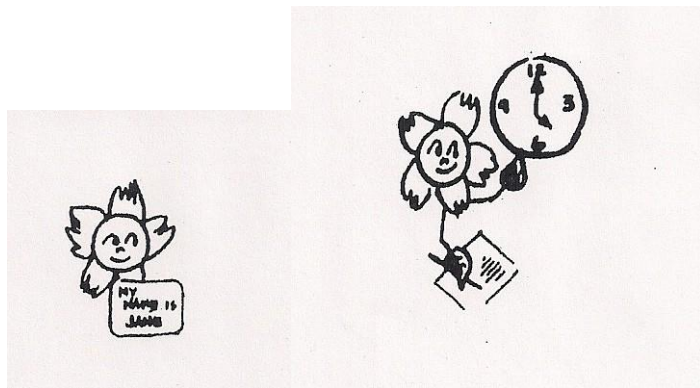
**Health**— Volunteer work requires good physical and emotional health. Even the healthiest person occasionally is “under the weather”. No volunteer should report to duty with a cold, temperature or rash.

To become a Clemson Downs Volunteer you need to present evidence that you are in good health. You will be given a simple form to be signed by your doctor and returned. You will also need a TB skin test each year which is given free of charge in the HCC. The Department of Health and Environmental Control requires such a test annually for your protection and the protection to others.

**Uniforms**— Volunteers are required to wear traditional pink uniforms. Choice of uniforms can be a jumper, cobbler’s apron, or jacket with a blouse/shirt and solid color (white is optional) skirt or slacks. Shoes with low heels are necessary for safety and comfort. Simple jewelry may be worn but you are asked to refrain from wearing perfume. Name tags are to be worn when on duty.

Uniforms and name tags are ordered through the membership chairperson. You are requested to pay for these at the time of your interview. At times we have a small inventory of previously owned uniforms which can be used free of charge.

**Signing in**— A volunteer is responsible for signing in and out. A record of volunteer hours is recorded in the “sign-in/sign out” book in the volunteer office.



## **BASIC INFORMATION (Cont'd)**

**Attendance**— A volunteer program depends on punctual volunteers who are regular in attendance and who fulfill their duties for their entire time slot. In the event of absence, it is the volunteer's responsibility to call another volunteer to substitute or to call the coordinator of your service area. Responsibility and loyalty are very important.

**Relationship to Staff**— Volunteers should always cooperate with the staff in carrying out service to residents. Volunteers do not give instructions to staff personnel. Should a staff member need to instruct or correct a volunteer in carrying out services, the volunteer should react professionally, not personally, to such criticism. If uncertain as to how to perform a service the HCC volunteer should consult with the Social and Activities Director or the Director of Nursing.

**Conduct**— Residents should be addressed by their last names (unless otherwise requested) prefaced by the appropriate title (Dr., Miss, Mrs., Mr.). Volunteers should knock before entering a closed or partially closed door and wait for a doctor or staff member to finish with a resident before entering a room. Common courtesy is a good rule to follow in relationship to staff and residents.

**Parking**— Volunteers may use the parking area in front of the HCC building. Volunteers with handicap tags may park in the handicap parking area. Please do not park in reserved spaces or beside yellow curb lines which are reserved for emergency.

## **BASIC INFORMATION (Cont'd)**

**Personal Belongings**— CARC cannot be responsible for the loss of personal articles. Therefore, please do not bring valuable personal items or large amounts of money into the building. Coats and small personal items may be kept in the volunteer's office closet.

**Communication**— Since volunteers work different schedules, personal communication with every volunteer is not always possible. To keep abreast with current issues, please check the volunteers' bulletin board and attend any called meetings and the annual membership meeting. Consult with your coordinator and refer to the bylaws for detailed information.

## **SERVICE AWARDS**

Service awards are given at the annual spring membership meeting. An award pin is given for the first one hundred hours service. For three hundred hours service a framed cross-stitch emblem is given. The volunteer's name is engraved and placed on the mounted wall plaque in the Health Care Center when five hundred hours of service is rendered. Those volunteers who achieve one thousand hours or more receive a bar which attaches to the award pin.

**A special thank you to “Weezie” Gibson of Beaufort, SC for her sketches.**

## CLEMSON DOWNS VOLUNTEERS BY-LAWS

### ARTICLE I: NAME AND PURPOSE

The name of this organization shall be Clemson Downs Volunteers, Inc. (hereinafter referred to as the Organization). The purpose of the Volunteers, an Independent, Non-Profit Organization, shall be to provide for the general welfare and well-being of the residents of the Clemson Area Retirement Center (hereinafter referred to as CARC) Health Care Center and other CARC residents by providing volunteer services, equipment and programs.

### ARTICLE II: LOCATION OF OFFICES

The principal office of the Organization in the State of South Carolina shall be located in Clemson, South Carolina. The Organization may have such other offices, either within or without the State, as may be determined by the Board of Directors. The present principal office of the Organization shall be located at the following address:

Clemson Downs Volunteers, Inc.  
500 Downs Loop  
Clemson, SC 29631

The registered office of the Organization required by the South Carolina Business Corporation Act of 1988, as amended, need not be identical with the principal office of the Organization and the Board of Directors may from time to time change the address of the registered and/or principal office of the Organization.

Members of the Organization must be notified in writing within sixty (60) days of the change whenever the principal office or the registered office of the Organization is changed.

### ARTICLE III: MEMBERSHIP

#### SECTION 1 - GENERAL

Membership in the Organization shall be open to any person interested in working with residents of CARC. Those persons interested in performing volunteer services may become active members in the Organization upon written application, personal interview, on-premises training and the approval of the Membership Chairman.

#### SECTION 2 - ACTIVE MEMBER

An active member of the Organization must be at least eighteen (18) years old. A minimum of twenty (20) hours of volunteer service each year is required to remain an active member. An active member shall be active for at least six continual months of any given year. An active member shall have the right to vote and hold office in the Organization. Hours worked in addition to the regularly scheduled slots may be included if working with residents in Health Care or Assisted Living or related to the Volunteer's duties.

Volunteers may wear relaxed clothing as long as there is identification by wearing name tag along with jacket, smock or cobbler apron.

### SECTION 3 - INACTIVE MEMBER

An inactive member of the Organization is a member who is going to be absent from the Organization for more than six (6) months and applies to and is granted inactive membership in writing by the Membership Chairman. The volunteer must plan to be returning to active volunteer service after his or her absence. To activate his or her membership, the member must notify the Membership Chairman in writing of the reactivation.

No inactive member may vote or hold office in the Organization.

### SECTION 4 - VOTING MEMBER

For the purposes of these Bylaws, a voting member of the Organization (hereinafter referred to as voting member) is defined as an active member.

Each active member has one vote and must be present at a meeting in order to vote. (No proxy votes shall be allowed for voting in this Organization.)

### SECTION 5 - HONORARY MEMBER

Honorary membership status may be granted at the discretion of a majority of the Board of Directors to a volunteer who is no longer able to serve as an active or inactive member. Volunteer must be living at the time this honorary membership is granted.

Criteria for Honorary Membership Status:

A person must have been an active Clemson Downs volunteer for ten (10) years in the Health Care reception area or patient care area, or in "D" Building (assisted living).

The volunteer must have given at least 1200 hours in one of the above areas or combination of any, should the volunteer have changed areas.

This status should recognize those volunteers who were truly dedicated and gave more than minimal service to the Organization and it will be given to living members only.

### SECTION 6 - LEAVE OF ABSENCE

A leave of absence may be requested by a volunteer for personal reasons. The leave may be granted for a period of up to three months. Should an extension be necessary, a request may be made for an additional three (3) months' leave. A request for a leave of absence on extension shall be made in writing, phone call, or email to the Membership Chairman and must be approved in writing, phone call, or email. The leave of absence shall not exceed a total of six (6) months.

### SECTION 7 - TERMINATION AND REINSTATEMENT

After six (6) months of leave from active participation in the Organization, a volunteer's membership shall be automatically terminated unless the volunteer has been granted inactive member standing in writing, phone call, or email.

A volunteer's membership shall be automatically terminated if the volunteer does not contribute at least twenty (20) hours of service to the Organization each year

A volunteer's membership may be terminated for cause by a majority vote of the Board of Directors. "Cause"

for removal of a member shall include but not be limited to fraudulent or dishonest acts or gross abuse of authority in the discharge of duties to the Organization.

A volunteer whose membership has been terminated may submit a written request, phone call, or email for reinstatement to the Membership Chairman and may be reinstated with the Membership Chairman's approval (except a member who has been terminated for cause - that member's reinstatement shall be by a majority vote of the Board of Directors). . .

## SECTION 8 - RESIGNATION

A volunteer may resign from the Organization by submitting a written resignation, phone call, or email to the Membership Chairman.

## SECTION 9 - LIST OF MEMBERS

An up-to-date Organization member list and voting member list including names, addresses, phone numbers of each member shall be kept by the Secretary of the Organization and verified at least once each year at least one month prior to notices of the annual meeting going out to Organization members. Service hours per year of each member shall be kept by an Honors & Award Chairman.

## ARTICLE IV: MEETINGS

### SECTION 1 - PLACE OF MEETINGS

Meetings of Organization members may be held at such place as may be designated by the Board of Directors in a notice of such meeting.

If no designation is made, or if a special meeting is otherwise called, the place of meeting shall be in the dining area of CARC.

~

### SECTION 2 - ANNUAL MEETING

A meeting of the Organization members shall be held annually to elect directors, give annual reports and act on such other business relating to the affairs of the Organization as may properly come before the meeting. The meeting shall be held at the date, time and place decided upon by the Board of Directors and prescribed in the notice of such meeting.

The annual meeting shall be held in March of each year.

The person presiding at the annual meeting shall be one of the following officers in this order: the President, the Vice President, the Secretary or the Treasurer, depending on who is present, willing and able to preside.

### SECTION 3 - SPECIAL MEETINGS

Special meetings of the Organization members may be held at the Organization's principal office or at another place reasonably convenient to the majority of voting members. Special meetings may be called for a legitimate purpose by the President, by a majority of the Board of Directors, or by not less than twenty-five percent of voting members.

No business other than that specified in the notice of meeting shall be transacted at a special meeting.

The person presiding at a special meeting shall be one of the following officers in this order: the President, the

Vice President, the Secretary or the Treasurer, depending on who is present, willing and able to preside.

#### SECTION 4 - NOTICE OF MEETINGS

Written or printed notice stating the date, time and place of meeting, and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than five nor more than thirty days before the date of the meeting. Such notice shall be delivered personally or by mail by or at the direction of the officer or persons calling the meeting to each Organization member of record.

If mailed, such notice shall be deemed delivered when deposited with postage prepaid in the United States mail, addressed to the member at the address in the Organization's books. It is the responsibility of each member to ensure that the Organization has the proper mailing address on its books.

Notice of a meeting of Organization members need not be given to a member who signs a waiver of notice either before or after such meeting and presents the waiver to a member of the Board of Directors.

Attendance of a member at a meeting constitutes a waiver of notice of said meeting, except when the member attends a meeting solely for the purpose of stating his or her objections, at the beginning of the meeting, to the transaction of any business on the ground that the meeting has not been lawfully called or convened.

#### SECTION 5 - RECORD DATE FOR MEMBERS

The record date for the determination of Organization members and voting members entitled to notice of, or to vote at, any meeting or for any other purpose, shall be thirty days prior to each annual meeting.

#### SECTION 6 - QUORUM

Forty percent (40%) of the voting members shall constitute a quorum at a meeting of Organization members for the purpose of transacting business.

The voting members present at a duly-called meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough voting members to leave less than a quorum.

In the absence of a quorum, no official business may be transacted at any meeting, except as noted in above paragraph.

#### SECTION 7 - VOTING

Except as otherwise provided herein, an Organization action authorized at a meeting of Organization members, which has been duly called and at which a quorum is present, shall require a majority of the votes cast at such meeting by the voting members.

### ARTICLE V: OFFICERS

#### SECTION 1 - EXECUTIVE COUNCIL

The officers of the Organization shall be as follows: A President, a Vice President, a Secretary and a Treasurer.



The four officers of the Organization shall make up the Executive Board.

## SECTION 2 - ELECTION, TERM OF OFFICE AND STANDARDS OF CONDUCT

The officers shall be elected by a majority vote of the Organization's active members who attend the "" annual meeting of the Organization at which a quorum is present. If the election shall not be held at such meeting, such election shall be held as soon thereafter as may be practical.

Each officer shall serve for a two (2) year term and no officer shall serve for more than three (3) consecutive terms. (A member can be more than one officer during this six-year period but cannot be on the Board for more than six consecutive years at a time. It is all right then to skip a year or so and be on the Board again if duly elected.) Under extenuating circumstances, a Board Member may serve an additional term with Board Approval.

Each officer with discretionary authority shall discharge his or her duties in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner that he or she reasonably believes to be in the best interests of the Organization and the Organization members.

## SECTION 3 - REMOVAL

An officer elected or appointed by the Organization or by the Board of Directors may be removed by a majority vote of the voting members of the Organization or by a majority vote of the Board of Directors when in their or its judgment the best interests of the Organization would be served thereby.

## SECTION 4 - VACANCIES

A vacancy in an office because of death, resignation, removal, disqualification or otherwise, may be filled by a majority of the Board of Directors for the unexpired portion of the term. Any member of the Organization can be appointed to fill this vacancy, not just a member already on the Board of Directors.

An unexpired term of the President of the Organization does not necessarily have to be filled by the Vice President.

## SECTION 5 - PRESIDENT

The President shall be the principal executive officer of the Organization and the Chairman of the Board of Directors of the Organization and shall have the following duties among others:

To supervise and control all of the business and affairs of the Organization and perform all duties incident to the office of President and such other duties as may be assigned by the Board of Directors.

To preside at all meetings of the Organization members and of the Board of Directors

To sign legal notices or documents which the Organization or the Board of Directors has authorized to be executed, except in cases where the signing and executing thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Organization, or shall be required by law to be otherwise signed or executed.

To be an ex-officio member of all Organization committees but the President shall not have a vote on such committees unless expressly given a vote by a majority vote of that committee.

## SECTION 6 - VICE PRESIDENT

In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice President shall perform the duties of the President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. (However, this Section is subject to Article V, Section 4). The Vice President shall perform such other duties as from time to time may be assigned by the Board of Directors.

## SECTION 7 - SECRETARY

The Secretary shall (a) keep the minutes of the proceedings of the Organization members, the voting members and of the Board of Directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the Organization's records and of the Organization's seal; (d) keep the list required by Article III, Section 9, of these Bylaws; (e) sign with the President, or Vice President, documents required to be signed by two officers of the Organization; (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

## SECTION 8 - TREASURER

The Treasurer shall (a) have charge of the custody of and be responsible for all receipts, disbursements and funds of the Organization (this includes the authority to sign all checks of the Organization); (b) receive and give receipts for monies due and payable to the Organization from any source whatever, and deposit all such monies in the name of the Organization in the Organization's bank account or other depository; and (c) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

## SECTION 9 - COMPENSATION

No officer of the Organization shall receive a salary but shall be reimbursed by the Organization for Board authorized expenses on behalf of the Organization.

## ARTICLE VI: BOARD OF DIRECTORS

### SECTION 1- GENERAL POWERS AND STANDARDS OF CONDUCT

The business and affairs of the Organization shall be managed by its Board of Directors which shall be vested with all corporate powers not expressly excepted by statute, the charter, the Bylaws or by agreement among the Organization members.

A Director shall discharge the Director's duties in good faith; with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and in a manner which he or she reasonably believes to be in the best interests of the Organization and the Organization members.

### SECTION 2 - NUMBER, TENURE, QUALIFICATIONS AND SELECTION

The Board of Directors shall consist of twelve members - the four (4) officers of the Organization and eight (8)

at-large members, all of whom must be Organization members.

The immediate past-President of the Organization shall be an ex-officio member of the Board of Directors (in addition to the twelve regular members). The past-President shall not be a voting member of the Board and shall not be counted toward the Board's quorum.

The President of the Organization shall be a member of the Board of Directors and shall be the Chairman of the Board of Directors.

Each member shall serve for a two (2) year term and no member shall serve more than three (3) consecutive terms. Under extenuating circumstances, a Board Member may serve an additional term with Board Approval.

The members of the Board of Directors must be voted on by a majority of the voting members of Organization members. A quorum must be present at the meeting at which Directors are voted on and a majority of the voting members present must vote for each Director or for a slate of Directors if such a slate is presented. Except under unusual circumstances, the meeting at which Board members are elected will be the Organization's annual meeting.

### SECTION 3 - REGULAR MEETINGS

The Board of Directors shall hold no fewer than nine (9) regular meetings each year.

A list of the year's Board meetings, as decided by the President with the approval of a majority of the members of the Board, including the date, time and place of each meeting, shall be given to each Director at the April Board meeting.

The person presiding at the regular meetings shall be one of the following officers in this order: the President, the Vice President, the Secretary or the Treasurer, depending on who is present, willing and able to preside.

### SECTION 4 - SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by or at the request of the Chairman of the Board of Directors, by any two Directors or by twenty-five percent (25%) of the voting members of the Organization. A convenient place may be authorized as the place for holding a special meeting.

The person presiding at the special meetings shall be one of the following officers in this order: the President, the Vice President, the Secretary or the Treasurer, depending on who is present, willing and able to preside.

Notice of a special meeting of the Board of Directors shall be given at least five days prior to but not more than thirty days prior to the date of such meeting.

Such notice may be by telephone, email, or by written notice delivered personally or mailed to each Director at his or her mailing address of record with the Organization. (It is the responsibility of each Director to be sure that the Secretary of the Organization has his or her correct mailing address.) If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage prepaid.

A Director may waive notice of a meeting either before or after the meeting. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objection to the transaction of business because the meeting is not lawfully called or convened.

The business to be transacted at, or the purpose of, a special meeting of the Board of Directors shall be specified in the notice or waiver of notice of such meeting.

## SECTION 5 - QUORUM AND VOTE OF DIRECTORS

A majority of the number of Directors then in office shall constitute a quorum for the transaction of business at a meeting of the Board of Directors.

A vote of the majority of the Directors (not a vote of the majority of the Directors present at a meeting at which there is a quorum of Directors) shall be required for an official act of the Board of Directors. Normally, with all twelve Directors in place, the majority will be 7 votes.

## SECTION 6 - ACTION BY DIRECTORS WITHOUT A MEETING

Action taken by a majority of the Board of Directors without a meeting shall be deemed an action of the Board of Directors if it is assented to in writing by all members of the Board by or at the next meeting of the Board and duly recorded at that meeting.

## SECTION 7 - REMOVAL

A Director may be removed with cause by a majority of the Directors or by a majority of the voting members of the Organization.

(a) A Director may be removed by a majority of the voting members (not a majority of the Organization members present at the meeting, but a majority of the total voting members) only at a meeting called for such purpose and the meeting notice must state that the purpose, or one of the purposes, of the meeting is removal of the Director.

(b) A Director may be removed by a majority of the Directors only at a meeting called for such purpose and the meeting notice must state that the purpose, or one of the purposes, of the meeting is removal of the Director.

(c) "Cause" for removal of a Director shall include but not be limited to fraudulent or dishonest acts or gross abuse of authority in the discharge of duties to the Organization.

(d) A Director who is absent for three (3) consecutive regular Board meetings, without adequate reason as determined by a majority of the Board of Directors, shall be automatically terminated as a Director. A Director terminated in this way shall have the opportunity to apply to the Board of Directors in writing for reinstatement and may be reinstated by a majority vote of the Board of Directors. Notice of such reinstatement shall be in writing to the member.

## SECTION 8 - VACANCIES

A vacancy occurring on the Board of Directors shall be filled by the affirmative vote of a majority of the remaining Directors even though the number of remaining Directors may be less than a quorum of the Board of Directors.

A Director elected to **fill** a vacancy shall be elected for the unexpired term of that Director's predecessor in office.

## SECTION 9 - COMPENSATION

No Director shall receive a salary as a Director but may be reimbursed for Board-authorized expenses incurred for the Organization as a Director

## SECTION 10 - EXECUTIVE AND OTHER COMMITTEES

From time to time the Board of Directors may designate by resolution an executive committee or other committees from among its members, each consisting of one or more Directors and may delegate to such committee or committees all the authority of the Board of Directors.

## ARTICLE VII:

### SECTION 1 - BANK FINANCES

The Board of Directors shall determine which Bank the Organization shall use as a depository for its funds.

### SECTION 2 - CHECK-SIGNING

All Organization checks shall be signed by either the Treasurer, the President, or the Vice President of the Organization or by such other officer or officers as the Board of Directors designates in writing with the Bank.

### SECTION 3 - FISCAL YEAR

The fiscal year of the Organization shall be from January 1 to December 31 of each year.

### SECTION 4 - DUES

Dues may be established for the Organization by the majority vote of the active members present at a meeting at which a quorum is present.

### SECTION 5 - CONTRIBUTIONS

Contributions by individuals or groups to the Volunteers or monies from Volunteer fund raising projects shall be used for programs, projects and/or equipment for residents of the CARC Health Care Center, Assisted Living, and other CARC residents as approved by a majority of the Board of Directors.

If contributions by individuals or groups are earmarked by the donor(s) for specific programs, projects or equipment, the wishes of the donor(s) shall be taken into consideration by the Board of Directors but such wishes are precatory and not mandatory.

A memorial gift of twenty-five (25) dollars to be given when the spouse or child of a Board Member dies.

### SECTION 6 - DISBURSEMENT OF FUNDS

Funds shall be disbursed for expenses of the volunteer program, for contributions toward purchases of needed equipment or facilities, and for the welfare of CARC residents.

Payment for routine expenses below one hundred (100) dollars may be made by the Treasurer. Expenses over this amount must be approved by a majority of the Board of Directors.

### SECTION 7 - AUDIT

An annual audit shall be conducted by the Audit Committee in the month of January each year prior to the annual meeting. The President shall appoint the Audit Committee, consisting of 2 individuals, not members

of the Volunteer organization.

## SECTION 8 - FINANCIAL REPORTS

A financial report by the Treasurer shall be given to the membership-at-large at each annual meeting and to the Board of Directors at each of their regular meetings.

## ARTICLE VIII: COMMITTEES IN GENERAL

### SECTION 1 - COMMITTEE CHAIRMEN

Committee Chairmen shall be appointed by the President with a majority approval vote of the Board of Directors.

### SECTION 2 - COMMITTEE MEMBERS

Unless otherwise indicated herein, members of a particular committee shall be selected by that particular committee's Chairman.

### SECTION 3 - EX-OFFICIO MEMBER

The President shall be an ex-officio member of all committees.

### SECTION 4 - VACANCIES

The President shall appoint a replacement for any vacancy that might occur to finish out the term of the vacant Committee Chairman.

## ARTICLE IX:

### NOMINATING COMMITTEE

There shall be a Nominating Committee composed of five (5) members, two (2) of whom are from the Board of Directors and three (3) of whom are from the active membership list.

This Committee shall nominate officers and Board members for the Organization and present this slate to be voted on at the annual meeting.

The members of the Nominating Committee shall be appointed each year by the President with the majority approval of the Board of Directors for one-year terms for no more than two consecutive terms.

A majority of the members of the Nominating Committee must be present at a meeting to constitute a quorum to transact business. A majority of the members (not a majority of those present at the meeting) must approve all nominations and other actions of the Committee.

## ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, in its most recent edition, shall be the parliamentary authority governing the meetings of the Organization, of the Board of Directors, of the Officers and of all Committees, subject to the laws of the State, the Articles of Incorporation of the Organization and these Bylaws.

## ARTICLE XI: AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a forty percent (40%) vote of the total voting members. The vote to alter, amend or repeal Bylaws and adopt new Bylaws shall be taken at a regular or special meeting for which it has been announced that a vote on the Bylaws will take place and at which at least forty percent (40%) of the membership of the Organization is present. Neither the Officers nor the Board of Directors of this Organization have the authority to alter, amend or repeal these Bylaws.

## ARTICLE XII: REVIEW OF BYLAWS

These Bylaws must be reviewed at least once every four years by a Committee set up by the Board of Directors specifically to review the Bylaws and suggest changes which the Committee feels should be made.

## ARTICLE XIII: DISSOLUTION

### SECTION 1 - PROCEDURE

A written petition signed by twenty-five percent of the voting members of the Organization shall be necessary to cause a vote of the voting members as to whether this Organization should be dissolved.

A special meeting shall be called to discuss and vote on dissolution of this Organization, with a thirtyday written notice having been given to the Organization members of the date, time, location and purpose of such meeting.

At the special meeting called to discuss and vote on dissolution, a two-thirds vote of the total voting members (not just a majority of the voting members present) shall be required to effect a dissolution of this Organization.

### SECTION 2 - ASSET DISTRIBUTION

Upon dissolution of the Organization, residual assets of the Organization, after the discharge of all liabilities, shall be distributed as determined by a majority vote of the Board of Directors for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future Federal tax code, or shall be distributed to the federal, state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the Organization is then located, exclusively for such purposes.

## ARTICLE XIV: EFFECTIVE DATE

The effective date of these Bylaws shall be March 18, 2010

The undersigned hereby certifies that the foregoing Bylaws were reviewed on January 24, 2010

"

Date *March 18, 2010*

Ruth Mahony, Chairman of Review Committee