



CREDIT • VALLEY
THE CREDIT VALLEY HOSPITAL

Credit Valley Volunteer Partners

By-Law 3 Amending By-Law 2

June 2010

**THE CREDIT VALLEY HOSPITAL
VOLUNTEER PARTNERS BY-LAW NO. 3
AMENDING BY-LAW NO. 2**

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THE CREDIT VALLEY VOLUNTEER PARTNERS

BY-LAW NO. 3

Amending BY-LAW NO. 2

PREAMBLE

WHEREAS it is the purpose of The Credit Valley Hospital to serve the Community;
AND WHEREAS the objectives of The Credit Valley Hospital are:

- (a) to give care and treatment to the sick;
- (b) to provide education and maintain high educational standards;
- (c) to promote medical research;
- (d) to maintain and improve community health.

AND WHEREAS it is the purpose of the Credit Valley Volunteer Partners, a volunteer auxiliary group, to promote the objectives of the Hospital;

AND WHEREAS the governing body of the Credit Valley Volunteer Partners deems that all by-laws of the Credit Valley Volunteer Partners heretofore enacted be cancelled and revoked and that the following by-laws be adopted for regulating the affairs of the Credit Valley Volunteer Partners;

NOW THEREFORE BE IT ENACTED and it is hereby enacted that all by-laws of the Credit Valley Volunteer Partners theretofore enacted be cancelled and revoked and the following by-laws be substituted in lieu thereof.

1. INTERPRETATION

- (a) "Volunteer Partners" means The Credit Valley Volunteer Partners;
- (b) "Board" means the Board of Directors of The Credit Valley Volunteer Partners;
- (c) "Director" means a member of the Board of Directors of The Credit Valley Volunteer Partners;
- (d) "Hospital" means The Credit Valley Hospital;
- (e) "Member" means a member of The Credit Valley Volunteer Partners.

2. MEMBERS OF THE VOLUNTEER PARTNERS

2.1 Persons are eligible to become Members of the Credit Valley Volunteer Partners upon resolutions of the Board provided they are a registered in-hospital volunteer and provided they reside or are employed, carry on business or own property in either the Regional Municipality of Peel or the Regional Municipality of Halton;

2.2 A Member shall not be entitled to vote at any meeting of the Volunteer Partners unless s/he has been a Member in good standing of the Volunteer Partners at least sixty (60) days prior to the date of the meeting.

2.3 The term of the Annual membership of the Volunteer Partners shall be from April 1st to March 31st inclusive.

2.4 (a) That any member must serve one full term (one full year) in order to receive recognition as a "past" member of the executive.

(b) That any Volunteer Partner who has contributed more than 6,000 hours at the Credit, shall be accorded permanent status as a Credit Valley Volunteer Partners and shall be installed into the Credit Valley Hospital Hall of Fame.

3. BOARD OF DIRECTORS

3.1 The Board of Directors shall manage the affairs of the Volunteer Partners and have a total of fourteen (14) members plus three (3) ex-officio members (Director of Volunteer Resources; President of the Credit Valley Hospital or designate; Chairman of the Board of Directors or designate).

(a) Five (5) elected Directors (elected from the general membership of the Volunteer Partners) to the offices of President, First Vice President, Second Vice President, Secretary, Treasurer;

(b) Fundraising Director;

(c) The Immediate Past President of the Volunteer Partners;

- (d) Strategic Planning Director;
- (e) Director Volunteer Development
- (f) Director of Social Events
- (g) Youth Representative
- (h) Members- at-Large (2)
- (1) Director of Volunteer Resources (ex-officio)
- (j) President of Credit Valley Hospital or designate (ex-officio);
- (k) Chairman of the Board of Directors or designate (ex-officio)

:

3.2 The Chairman of the Board of Directors of the Hospital, or designate who shall be a member of the Board of Directors, the President of the Hospital, or designate, and the Director of the Volunteer Resources shall be ex-officio Members and have a vote on each and every motion before the Board.

3.3 Members, to be eligible for election as Directors, in addition to any other qualifications stated herein, must be nominated by two (2) Members of the Volunteer Partners. The nomination, in writing, must be filed with the Immediate Past President of the Volunteer Partners at least six (6) weeks prior to the Annual meeting, together with written consent of the person nominated. This slate of nominees shall be circulated to the Members with the Notice of the Annual Meeting of the Volunteer Partners.

3.4 No person may serve as a Director for no more terms that constitute nine (9) consecutive years of service provided, however, that following a break in the continuous service of at least two years, the same person may be re-elected in accordance with paragraph 3.3 hereof as a Director of the Volunteer Partners. The maximum years of service refers to years as an elected Board Member pursuant to subparagraph 3.1(a) hereof and does not include terms of service of a Director as an ex-officio Director pursuant to subparagraph 3.2 hereof.

4. REGULAR MEETINGS OF THE BOARD

4.1 The Board shall meet on a day and time as passed annually by Board resolution.

4.2 There shall be nine (9) regular meetings of the Board per year.

5. SPECIAL MEETINGS OF THE BOARD

5.1 The President may call a Special Meeting of the Board.

5.2 If three (3) Directors so request in writing, the President shall direct the secretary to call a Special Meeting of the Board.

5.3 Notice of a Special Meeting of the Board may be given by telephone and shall be given at least forty-eight (48) hours in advance of a meeting.

6. PROCEDURES AT A MEETING

6.1 The Statutory Declaration of the Secretary or President stating that notice had been given pursuant to the by-laws for any Meeting shall be sufficient and conclusive evidence of the giving of such notice.

6.2 No error or omission in giving notice for a Meeting of Directors shall invalidate such Meeting or invalidate or make void any proceedings taken or had at such Meeting and any Director may at any time waive notice of any such Meeting and may ratify and approve any or all proceedings taken or had thereat.

6.3 If, within one-half (1/2) hour after the time appointed for a meeting of the Board, a quorum is not present, the meeting shall stand adjourned until the date to be determined by the President, such date to be within fourteen (14) days of the date of the meeting so adjourned.

6.4 The Directors will be notified of an adjourned meeting within forty-eight (48) hours of the meeting.

6.5 Minutes shall be kept for all Meetings of the Board.

6.6 Questions arising at any Meeting of the Board or any committee established by or by means of these by-laws shall be decided by a majority of votes.

6.7 The Chairman shall have one (1) original vote.

6.8 If there is an equality of votes, including the vote of the Chairman, the motion shall be lost.

6.9 All votes at any such Meeting shall be taken by ballot as so demanded by any Director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent.

6.10 A declaration by a Chairman that a resolution has been carried and an entry to that effect in the Minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proof or proportion of the votes recorded in favour of or against such resolution.

6.11 Any questions on procedure at any Meetings of the Volunteer Partners, or the Board, or of any Committee, shall be determined in accordance with parliamentary procedure.

7. VACANCY OR REMOVAL OF DIRECTOR FROM THE BOARD

7.1 If any Director is absent without a leave of absence having been granted by the Board for more than three (3) consecutive meetings of the Board, the Board may, by resolution declare that seat vacant.

7.2 The Board may, upon resolution, fill a vacancy of any Director of the Board for the unexpired portion of the term.

7.3 Any director may be removed before the expiration of his/her term for cause, by resolution by at least two-thirds (2/3) of the votes cast at a special meeting of the Members duly called for that purpose.

7.4 If the Board does not fill the vacancy under paragraph 7.2, the Members may, by a majority of the votes, cast at a special meeting, elect a Director to fill the vacancy for the unexpired portion of that term.

8. RESPONSIBILITIES OF BOARD

8.1 Establishes Strategic Direction for Credit Valley volunteers

- Develops Volunteer Partner Strategic Plan to align with and support hospital Mission, Vision, Values and Strategic Directions
- Develops tactical plans in support of strategic directions and monitors progress quarterly

8.2 Ensures volunteer program quality and effectiveness

- Reviews reports from Directors on status of Volunteer Partner initiatives in support of the Strategic Plan
- Monitors operating results against targets through Balanced Scorecard
- Identifies improvement opportunities and develops action plans
- Reviews and communicates results of Volunteer Satisfaction Survey and develops action plans to address improvement opportunities
- Plans periodic social events to provide volunteers with an opportunity to socialize and have fun

8.3 Ensures Volunteer Partner financial viability and sustainability

- Develops annual operating plan and reports financial results to plan at monthly Board meeting
- Prepares annual financial statements for hospital approval
- Exercises expense control to meet budget

8.4 Conducts fundraising activities in support of the hospital

- Sets annual fundraising goals in line with any prior pledges made to the Foundation
- Develops fundraising activities and events that will generate required funds to meet goals
- Operates “The Shop in the Valley” gift shop and maximizes contribution to Volunteer Partners fundraising goal in support of the hospital
 - Works with Director Volunteer Resources to hire Gift Shop Manager
 - Monitors Gift Shop sales, expenses and profit monthly and actions as required

8.5 Ensures Board effectiveness

- Recruits and approves selection of new Board members
- Conducts annual orientation program for new Board members
- Reports to members (volunteers) through Annual General Meeting
 - Members elect new Board members, approve financial statements and pass changes to by-laws
- Measures the Board’s own effectiveness annually
- Provides for succession planning for executive and members of the Board

8.6 Builds partnerships within the hospital and with the community

- Represents Volunteer Partners and The Credit Valley Hospital in a professional manner with all hospital staff, physicians and with members of the community
- Partners with community organizations and other health care providers to further promote and enhance the contribution made by CVH Volunteer Partners to the community

8.7 Roles and Responsibilities of Individual Directors

Monthly Board Meetings: Directors attend monthly Board meetings. They come prepared, ask informed questions and make a constructive contribution to discussions.

Director initiatives: Directors proactively develop initiatives that will engage volunteers and contribute to meeting the Volunteer Partners mission, vision and strategic directions.

Reports: Directors prepare reports for their areas of responsibility according to specified requirements and review at designated Board meetings

Conflict of Interest: Directors comply with the Conflict of Interest policy outlined in the Code of Conduct

Confidentiality: Directors respect the confidentiality of Board discussions and information

Fundraising: Board members participate in volunteer fundraising activities. It is expected that each Board member will actively participate in a minimum of one fundraising event each year.

9. MEETINGS OF THE VOLUNTEER PARTNERS

9.1 An Annual Meeting of the Volunteer Partners shall be held within three (3) months of the Volunteer Partner's year end.

9.2 Notice of the Annual Meeting of the Volunteer Partners including the slate of officers for election shall be given by prepaid mail at least one (1) month in advance of the meeting or by publication once a week for two (2) consecutive weeks next preceding the meeting in a newspaper circulated in the Municipality or Municipalities in which the majority of the Members of the Volunteer Partners reside as shown by their addresses on the records of the Volunteer Partners.

9.3 (a) if ten (10) Members so request in writing, the President shall direct the Secretary to call a Special Meeting of the Volunteer Partners.

(b) notice of a Special Meeting of the Volunteer Partners shall be given in the same manner as provided in Section 9.2 herein;

(c) notice of a Special Meeting of the Volunteer Partners shall state the time, place and purpose for which the meeting is called.

10. QUORUM FOR MEETINGS

10.1 A quorum for the Annual or special meetings of the Volunteer Partners shall be ten (10) members which will include both elected and ex-officio members provided that at any meeting the number of members elected shall constitute at least fifty percent (50%) of the voting members present.

10.2 A quorum for any meeting of the Board shall consist of forty percent (40%) of the members of the Board, which will include both elected and ex-officio members provided that at any meeting the number of members elected shall constitute at least fifty percent (50%) of the voting members present.

10.3 A quorum for any meeting of any Committee of the Board or any Committee established by the Board shall be two (2) members of the Committee which includes both elected and ex-officio members provided that at any meeting the number of members elected shall constitute at least fifty percent (50%) of the voting members present.

11. ADJOURNED MEETINGS OF THE VOLUNTEER PARTNERS

11.1 If, within one-half (1/2) hour after the time appointed for a meeting of the Volunteer Partners, a quorum is not present, the meeting shall stand adjourned until the date to be determined by the President. Such a date is to be within fourteen (14) days of the date of the meeting so adjourned.

11.2 At least two (2) days' notice of the adjourned meeting shall be given by publication in newspapers as per section 9.2.

12. ANNUAL MEETING OF THE VOLUNTEER PARTNERS: BUSINESS

12.1 The business transacted at the Annual Meeting of the Volunteer Partners shall include:

(a) reading the:

(i) Minutes of the previous meeting;

(ii) Report of the Board of Directors, including the Financial Statement;

(iii) Report of the unfinished business from any previous meeting of the Volunteer Partners;

(iv) Report of the President;

(v) Report of the Treasurer

(vi) Approval of the budget for the forthcoming fiscal year.

(b) election of the new Board of Directors and election of the Officers from those Directors elected pursuant to Article 3.1(a).

13. ELECTED DIRECTORS

13.1 The members of the Credit Valley Volunteer Partners shall elect the following directors who shall hold office for a term of one (1) year.

a) President

b) First Vice President

c) Second Vice President

The secretary shall hold office for two (2) consecutive one (1) year terms.

13.2 The members of the Volunteer Partners shall elect the Treasurer who shall hold office for a term of (4) consecutive one year terms in one office, provided however, that following a break in the continuous service of at least one (1) year, the same person may be re-elected or re-appointed to any office for an additional one year term.

13.3 The elected Directors, together with the Immediate Past President and the Director of Volunteer Resources, ex-officio, shall constitute the Executive of the Volunteer Partners.

13.4 The Executive shall meet immediately preceding the meetings of the Board and after the Annual General Meeting.

13.5 The President may call a special meeting of the Executive.

14. DUTIES OF DIRECTORS

14.1 The President shall:

- a) Act as Chairperson of meetings of The Credit Valley Volunteer Executive and Board
- b) Act as the official Volunteer Partners' representative to other organizations
- c) Ensure compliance with the Volunteer Partners' by-laws
- d) Arrange orientation for executive members of the board and the committee chairs
- e) Prepare the agenda for all meetings in consultation with the Secretary
- f) Represent the Volunteer Partners on the Hospital Board of Directors, attend all Board of Director's meeting and participate on Board of Director's committees as required
- g) Provides leadership with The Credit Valley Volunteer Partner's fundraising events
- h) Ensuring that the Gift Shop that it is a service oriented, profit-driven store
- i) Liaise with the Director, Volunteer Resources on a regular basis to ensure effective two way communication between the Board and the Volunteer Resources Department
- j) Is an ex-officio member of all committees

14.2 The First Vice-President shall:

- a) Participate as a member of the Board of Directors, attending monthly Executive and Board meetings
- b) When so designated, perform all duties of the President and accept administrative duties as required
- c) Preside at meetings of The Credit Valley Volunteer Partners if the President is not available
- d) Ensure succession planning at the board level and opportunities for personal growth and development of volunteers
- e) Develop and maintain a human resource plan for the board and ensure that the volunteer members have opportunities for personal and professional growth and development
- f) Work closely with the President to prepare for taking on this role in the coming year
- g) Develop and maintain a human resource plan for the board and ensure that the volunteer members have opportunities for personal and professional growth and development
- h) Participate on the Annual General Meeting and Dinner Committee

14.3 The Second Vice-President shall:

- a) Participate as a member of the Board of Directors, attending monthly Executive and Board meetings

- b) Be responsible for the direction of special events or projects as directed by the Board
- c) Appraise and review all suggestions from the membership for amendment to the by-laws and prepare all revisions to the by-laws
- d) Work closely with the First Vice President to prepare for taking on this role in the coming year

14.4 The **Secretary** shall:

- a) Participate as a member of the Board of Directors, attending monthly Executive and Board meetings
- b) Keep an accurate record of the proceedings of all meeting (include annual general meeting). All minutes are reviewed by the Director, Volunteer Resources and approved by the President, Volunteer Partners
- c) Action list are reviewed at each meeting. Recommendations or motions are read as required.
- d) Give notice of all meetings:
- e) Agendas are created for all meetings and approved by the President, Volunteer Partners and the Director Volunteer Resources
- f) Meeting and report reminders are sent to executive and board
- g) Communicate with any Board Member who has missed two (2) consecutive Board Meetings
- h) Keep copies of all testamentary documents and trust instruments by which benefits are given, bequeathed or devised to or for the use of the Volunteer Partners
- i) Send acknowledgement to donors for gifts and special donations
- j) Ensure all correspondence to the board and executive is received

14.5 The **Treasurer** shall:

- a) Participate as a member of the Board of Directors, attending monthly Executive and Board meetings. Prepare and present a monthly income statement and balance sheet.
- b) Collect and deposit all monies related to the Volunteer Partners' in the designated bank account.
- c) Responsible for the issuing of cheques and posting of transactions, ensuring there is appropriate supporting documentation.
- d) Prepare a fiscal budget with the support of the Volunteer Partners' Executive for Board approval. This will include the activities of the Gift Shop.
- e) Prepare books and present consolidated financial statement at the volunteers' annual meeting.
- f) Coordinate and develop internal policies in consultation with the Volunteer Partners' Executive.
- g) Provide financial advice and guidance to The Credit Valley Volunteer Partners' Board and committees.

14.6 The **Immediate Past President** shall:

- a) Participate as a member of the Board of Directors, attending monthly Executive and Board meetings
- b) When so designated, perform all duties of the President and accept administrative duties as required
- c) Shall be the Chair of the Nominating Committee, receive nominations and shall prepare and present to the Annual Meeting a slate of Executive Officers.
- d) Notify officers of their election
- e) Notify chairpersons/committees of their appointments
- f) Assume the responsibilities of President for unexpired term if that office becomes vacant

14.7 The **Director of Fundraising** shall:

- a) Participate as a member of the Board of Directors, attending monthly Board meetings. Provides a written monthly report on fundraising initiatives and activities.
- b) Liaise, support and provide guidance to chairs/leaders of internal and external fundraising initiatives.
- c) Participate on fundraising committees and provide a liaison to The Credit Valley Partner Board.
- d) Explore and present to the board new fundraising opportunities.
- e) Form committees to carry out approved new initiatives.
- f) Liaise with third party fundraisers to ensure that the activities are in line with the mission/vision of The Credit Valley Hospital and The Credit Valley Volunteer Partners. Ensure that appropriate recognition is given to the third party fundraisers.
- g) Coordinate and develop internal policies in consultation with the Executive.
- h) Liaise with volunteers and Director, Volunteer Resources, as required.

14.8 The **Director of Strategic Planning** shall:

- a) Participate as a member of the Board of Directors, attending monthly Board meetings
- b) Evaluate Volunteer Partners role in meeting community need
- c) Develop and update the Volunteer Partners' mission statement
- d) Identify key strategies to meet the Volunteer Partner's mission statement which align to the Hospital's balanced scorecard
- e) Work closely with the Executive and Volunteer Partners' Board to develop goals and objectives annually
- f) Quarterly present to the Volunteer Partners' Board the balanced scorecard results as related to the goals and objectives
- g) To liaise with volunteers and Director, Volunteer Resources, as required.

14.9 The Director of Volunteer Development shall:

- a) Participate as a member of the Board of Directors, attending monthly Board meetings and providing reports to the Board quarterly
- b) Utilizing feedback from patients, hospital staff and volunteers, identify volunteer training and education needs to meet patient, hospital and volunteer requirements eg. patient satisfaction. Develop Volunteer Partners awareness of hospital programs and services and create a supportive, innovative and learning environment for volunteers.
- c) Create and implement targeted workshops that will increase volunteer skills and knowledge
- d) Working with hospital training facilitators, develop training materials and trains the trainers.
- e) Schedule and promote volunteer training programs to complete the targeted amount of volunteers to be trained.
- f) Develop post training surveys to gather feedback on value and effectiveness of training provided and reports results to the Board. Modify programs and develop new workshops as required to address feedback
- g) Make presentations to other hospitals on the volunteer development training programs that we deliver at Credit Valley Hospital, at the request of the Director Volunteer Resources or Human Resources.
- h) Liaise with volunteers and Director, Volunteer Resources, as required

14.10 The Director of Social Events shall:

- a) Participate as a member of the Board of Directors, attending monthly Board meetings. Provide a written report on social events quarterly.
- b) In conjunction with the Department of Volunteer Resources plan the Annual General Meeting and the Christmas Volunteer Social.
- c) Explore and present to the board new social opportunities.
- d) Form ad hoc committees to carry out approved social events.
- e) Determine an annual social budget for approval by the Board.
- f) Coordinate and develop internal policies in consultation with the Executive.
- g) Liaise with volunteers and Director, Volunteer Resources, as required.

14.11 The Youth Representative shall:

- a) Participate as a member of the Board of Directors, attending monthly Board meetings
- b) Meet regularly with the Youth Coordinator, Volunteer Resources to discuss the youth volunteers
- c) In conjunction with the Youth Coordinator, Volunteer Resources:
 - provide support and act as a resources for youth volunteers in their volunteer placements throughout the organization
 - participate in youth team leader meetings on a monthly basis identifying feedback and concerns to bring to the Volunteer Partners' Board
- d) Bring all proposals for all youth fundraising initiatives to the board for approval
- e) Chair the student scholarship committee
- f) Attend all Volunteer Partners' Board monthly meetings. Quarterly provide a written report on the activities of the Credit Valley Youth as approved by Youth Team Leaders and the Volunteer Coordinator.

14.12 The Member-at-Large shall:

- a) Participate as a member of the Board of Directors, attending monthly Board meetings
- b) Represent the general membership on issues of interest or concern, particularly those not covered by other Board Directors
- c) Identify and conduct projects to further the goals of the organization. Serve as chair of any ad hoc committee formed to develop these projects.
- d) Liaise with volunteers and Director Volunteer Resources as required

15. COMMITTEES

15.1 Committees:

- (i) Executive Committee;
- (ii) Nominating Committee;
- (iii) Social Committee.

15.2 At the first meeting of the Board following the Annual Meeting of the Volunteer Partners, the Board shall appoint the Chairperson of each of the Standing Committees for a one (1) year term.

15.3 The Chairperson of each of the Standing Committees shall be considered a member of the Board and have a vote on each and every motion before the Board.

15.4 The Board may, at any Meeting, appoint an ad hoc committee and name the Chairperson and/or Vice-Chairperson thereof.

15.5 For any ad hoc committee appointed under paragraph 15.4, the Board shall prescribe the terms of reference.

15.6 The Board may, by resolution, dissolve any ad hoc committee at any time.

15.7 Minutes shall be kept for all meetings of an ad hoc committee.

15.8 Executive Committee:

The Executive Committee shall consist of:

- (a) Immediate Past President
- (b) President
- (c) First Vice President
- (d) Second Vice President
- (e) Secretary
- (f) Treasurer
- (g) Director of Volunteer Resources (ex-officio)

The Executive Committee shall:

- (a) exercise full powers of the Board in all matters requiring an urgent decision between meetings of the Board, reporting every action at the next meeting of the Board;
- (b) recommend the Chairperson of each Board standing committee to the Board;
- (c) The Executive Committee shall meet prior to all regularly scheduled Board meetings or more frequently as deemed necessary;

15.9 Nominating Committee:

The Nominating Committee shall consist of:

- (a) Chairperson – Immediate Past President
- (b) President
- (c) Director of Volunteer Resources
- (d) And others as determined by the Board

The Nominating Committee shall:

- (a) nominate persons, based on established selection criteria, to fill vacancies on the Board;
- (b) nominate members for consideration by the Board for election or appointment of officers of the Board as defined by these By-laws;
- (c) nominate candidates for Chairpersons to chair Board committees;
- (d) in selecting officers or chairpersons, the Nominating Committee shall: review participation and attendance at previous Board and Committee meetings;
- (e) In selecting persons as nominees for election to the Board the committee shall:
 - (i) endeavor to provide for broad community representation;
 - (ii) consider the names of all persons submitted in accordance with these By-laws.
- (f) The Nominating Committee shall meet once a year or at such times as deemed necessary to fill vacancies on the Board.

16. BANKING

16.1 The President, or Treasurer, and any other signing Officer authorized and designated by the Board to be a signing Officer, are jointly authorized for and in the name of the Volunteer Partners;

- (a) to draw, accept, sign and make all or any bills of exchange, promissory notes, cheques and orders for payment of money;
- (b) to receive all monies;
- (c) to assign and transfer to the Bank all or any stocks, bonds and other securities subject to the approval of the Board;
- (d) to transact generally for and on behalf of the Volunteer Partners, with the said Bank any business they may think fit.

16.2 DEPOSITS

The President, Treasurer, or any other person or persons designated by resolution of the Board are hereby authorized on behalf of the Volunteer Partners;

- (a) to negotiate with, deposit with, endorse or transfer to a bank, but for the credit of the Volunteer Partners only, all or any bills of exchange, promissory notes, cheques or orders for the payment of money and other negotiable paper;
- (b) from time to time arrange, settle, balance and certify all books and accounts between the Volunteer Partners and the Volunteer Partners' bank;
- (c) to receive all paid cheques and vouchers;
- (d) to execute such documents as the bank may require in connection with the operation of the bank accounts of the Volunteer Partners.

17. GIFTS

The Secretary shall keep copies of all testamentary documents and trust instruments by which benefits are given, bequeathed or devised to or for the use of the Volunteer Partners.

18. AUDITORS

18.1 The auditors will be the same auditors as appointed for the Hospital Corporation. No separate audit report on the Volunteer Partners will be required since the Volunteer Partners will be included in the Hospital audit.

19. FISCAL YEAR

The fiscal year shall be from the 1st day of April to the 31st day of March.

20. AMENDMENT

These by-laws may be amended by two-thirds majority of those Members entitled to vote, being present and voting at any meeting of the Volunteer Partners as provided for in Article 9 herein. Such by-law shall be effective immediately following approval by the Board of Directors of the Hospital.

Passed on this 17th day of June, 2010

Original signed by

Original signed by

Chairman

Secretary