

**Baptist Health System, Inc.
Employee Benevolent Fund**

Bylaws

PURPOSE

Baptist Health System, Inc. (“BHS”) has established the Employee Benevolent Fund (“EBF”) jointly with its employees to support charitable activities through voluntary payroll deductions and other voluntary contributions by employees and friends of Baptist Health System, Inc.

**ARTICLE I
OBJECT AND PURPOSE**

The EBF shall have the following responsibilities:

- A. To encourage the employees and friends of BHS to contribute funds in support of charitable purposes through contributions and voluntary payroll deduction;
- B. To follow strictly BHS policies and procedures with regard to charitable assistance to ensure that BHS and EBF comply with all requirements of the Internal Revenue Code, and federal and state law;

**ARTICLE II
RECEIPT AND DISBURSEMENT OF FUNDS**

Contributions to the EBF shall be in the form of contributions or voluntary payroll deductions by employees and other donors electing to participate in the activities of the EBF. These funds shall be kept and maintained by and as a part of the funds of each Facility at the Baptist Health Foundation. Funds shall not be disbursed to physicians but shall be disbursed pursuant to the EBF policies and procedures of BHS only after such disbursement is approved by (i) the EBF Committee at the Facility where the employee, retired or disabled employee, or other potential recipient is engaged or the patient is cared for, or from which a charitable donation is proposed, and (ii) the BHS System Oversight Committee.

**ARTICLE III
FACILITY EBF COMMITTEE MEMBERSHIP**

Each Facility shall establish an EBF Committee, as determined by that Facility.

ARTICLE IV
EBF COMMITTEE MEETINGS

Each EBF Committee shall meet as needed to review applications for assistance and to undertake other responsibilities as determined by such EBF Committee and the EBF System Oversight Committee.

Committee Responsibilities:

- A. It shall be the responsibility of the respective EBF Committees to review all requests for emergency financial assistance and act upon those requests according to established criteria and guidelines. Requests for assistance shall first be reviewed by a designated representative of the Facility. All requests reviewed and actions taken by any EBF Committee shall be confidential.

Each EBF Committee shall be responsible for making decisions upon requests from their Facility's employees and shall maintain records of their activities.

- B. It shall be the responsibility of the EBF Committee at each Facility to review patient assistance cases and render decisions according to the established criteria and guidelines.
- C. It shall be the responsibility of the EBF Committee at each Facility to plan and conduct the annual EBF fund-raising campaign and to recommend any charitable contributions.

ARTICLE V
EBF SYSTEM OVERSIGHT COMMITTEE

The EBF System Oversight Committee shall meet weekly (via teleconference) to review applications for assistance that have been approved by the Facility EBF Committees. Applications approved by the EBF System Oversight Committee shall be forwarded to BHF for payment. The System Oversight Committee shall also review requests by the Facility EBF Committees to change or review policies, procedures, or the Bylaws.

The EBF System Oversight Committee shall also meet when called by the Chair of the EBF System Oversight Committee.

ARTICLE VI
AMENDMENT TO BYLAWS

The EBF System Oversight Committee shall have the responsibility and authority to approve any amendments to these Bylaws.

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