

**Baptist Health
Team Member Benevolent Fund**

Bylaws

PURPOSE

Baptist Health has established the Team Member Benevolent Fund (“TMBF”) jointly with its team members through voluntary payroll deductions and other voluntary contributions by team members and friends of Baptist Health.

**ARTICLE I
OBJECT AND PURPOSE**

The TMBF shall have the following responsibilities:

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

**ARTICLE II
RECEIPT AND DISBURSEMENT OF FUNDS**

Contributions to the TMBF shall be in the form of cash contributions or voluntary payroll deductions by team members and other donors electing to participate in the activities of the TMBF. These funds shall be kept and maintained by the Baptist Health Foundation (“BHF”). Funds shall not be disbursed to physicians and/or patients, but shall be disbursed pursuant to the TMBF policies and procedures of Baptist Health only after such disbursement is approved by (i) the TMBF Committee at the Facility where the team member request is received for review, and (ii) the Baptist Health System Oversight Committee.

**ARTICLE III
FACILITY TMBF COMMITTEE MEMBERSHIP**

Each Facility shall establish a TMBF Committee, as determined by that facility. Each facility’s Committee should consist of a minimum of five members from a variety of facility departments. Annually, each committee should renew their members.

ARTICLE IV
TMBF COMMITTEE MEETINGS

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

Committee Responsibilities:

- A. It shall be the responsibility of the respective TMBF Committees to review all requests for 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 TMBF Committee shall be confidential.

Each TMBF Committee shall be responsible for making decisions upon requests from their facility's employees and shall maintain records of their activities that will be reviewed annually.

- B. It shall be the responsibility of the TMBF Committee at each facility to assist, plan, and conduct the annual TMBF fund-raising campaign in conjunction with the corporate committee and BHF.

ARTICLE V
TMBF SYSTEM OVERSIGHT COMMITTEE

The TMBF System Oversight Committee, composed of the chairs of each facility plus one member of BHF and a designated system chair, shall meet weekly (via teleconference or email) to review applications for assistance that have been approved by the facility TMBF Committees. Applications approved by the TMBF System Oversight Committee shall be forwarded to BHF for payment. The System Oversight Committee shall also review requests by the facility TMBF Committees to change or review policies, procedures, or the Bylaws.

The TMBF System Oversight Committee shall also meet when called by the Chair of the TMBF System Oversight Committee or at the request of any member.

ARTICLE VI
AMENDMENT TO BYLAWS

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

Edited 1/30/2025