

UAB FACULTY AND STAFF BENEVOLENT FUND

BYLAWS **MISSION**

The faculty and staff of the University of Alabama at Birmingham (UAB), and the UAB Health System (comprising University Hospital, University of Alabama Health Services Foundation (UAHSF), Callahan Eye Foundation Hospital, VIVA Health, *and* UAB Highlands) join together in a self-governed, consolidated charitable effort to:

- Provide financial support to local charitable agencies that provide health care and social services to people in the community; and
- Provide relief to eligible faculty and staff members of UAB, the UAB Health System who are facing financial emergencies.

This fundraising enterprise shall be known as the "UAB Faculty and Staff Benevolent Fund" and the chosen group of faculty and staff members who govern the operations of the fund shall be known as the "Benevolent Fund Council".

Article I **PURPOSE**

The purpose of the Council shall be to:

- Enlist the faculty and staff of UAB, and the UAB Health System to support charitable agencies through voluntary contributions.
- Eliminate the solicitation of faculty and staff on campus by individual organizations.
- Determine which agencies shall benefit from these funds.
- Designate the amount allocated to each approved agency.
- Provide aid and support to UAB, the UAB Health System faculty and staff at the direction of the Employee Emergency Assistance Committee, a committee of the Council.
- Issue annually a complete public record of the distribution of all funds pledged during the previous year.
- Issue annually in August a proposed budget for the next year.

Article II **MEMBERSHIP**

Section 1. Qualification and Types of Membership

The Council shall be composed of contributors to the Fund. Persons eligible for Council positions include: full-time regular faculty and staff, part-time regular faculty and staff, and fellows or residents who receive employee benefits from UAB, and the UAB Health System. There shall be standing appointed members and chosen voting members of the Council.

Section 2. Standing Members

A. Membership The Council shall include the following non-voting ex officio members:

- UAB President
- Chief Executive Officer of UAB Health System

UAB Provost, The UAB President, or the President's designee may appoint the following members:

- Assistant Treasurer
- Treasurer
- Representative from Media Relations and Development
- Designated Administrator of the UAB Employee Emergency Assistance Program
- Representative from the University Computer Center
- At large representative from UAB who also acts as liaison between the Council and the UAB President's Office

The CEO of the UAB Health System or his designee may appoint a liaison between the Health System and the Council.

The Provost or his designee may appoint a liaison between the provost's office and the Council.

Appointed members may participate in all Council and Committee activities. Appointed members shall vote only in Council committees to which they belong. Appointed members shall vote only when there is no conflict of interest.

B. Terms of Office

Appointed members of the Council may serve indefinitely at the pleasure of the UAB President or President's designee.

Section 3. Chosen Members

A. Membership

The voting membership shall be composed of 30 to 60 chosen representatives. Choice is based on proportional representation by organizational units.

The Benevolent Fund Program Manager shall review annually the number of faculty and staff employed in the organizational units and adjust the representation accordingly. Effort shall be made to secure sufficient choices to ensure full council representation for each organizational unit.

B. Election and Terms of Office

The 30 to 60 chosen members shall each be elected for a term of two (2) years. Terms shall begin July 1 of each year. A member may elect to discontinue service by so noting in writing to the Program Manager.

In order that there shall be continuity in management, the Council will be self-perpetuating and have rotating membership. New members will be appointed by the Council President as needed to maintain proportional representation. These appointed members shall serve only for the remainder of the unexpired term for which they are appointed. **All Council members must notify the Benevolent Fund Program Manager of their desire to serve a second or third term prior to the solicitation of new member nominations in the spring.**

C. Attendance

Members must attend at least half of the Council and committee meetings in the fiscal year and may not miss more than three consecutive meetings without a proxy. The Program Manager will report attendance every month to the President of the Council. Those members who have not met the attendance requirements will be terminated from the Council. Exceptions may be made for extenuating circumstances as determined by the Executive Board.

Section 4. Termination of Council

The President of the University of Alabama at Birmingham may terminate the Council by written notice to the Benevolent Fund President.

Section 5. Addition to the Council

Additions to the Council shall be approved by a vote of the Council.

Article III **OFFICERS AND ADMINISTRATIVE STAFF**

Section 1. Officers

The officers of the Council shall be President, Vice President/Campaign Chair and other such officers as may from time to time be approved by the Council. The Executive Board will nominate a slate of

officers that will be presented by the President at the June Council meeting for election by the general membership.

Officers shall take office July 1 and serve for one year or until new officers are elected.

Section 2. Appointed Officers

The Council President shall appoint a member of the Council to serve as Assistant Campaign Chair. The Council President shall appoint a member of the Council to serve as Recording Secretary. The Treasurer and Assistant Treasurer shall be appointed by the UAB President and serve as standing non-voting members of the council. Other such officers may be appointed by the UAB President as needed.

Section 3. Administrative Staff

The Council President shall chair the committee that hires the Council Program Manager. The Benevolent Fund Program Manager shall serve in a non-voting position. The Benevolent Fund Program Manager hires and supervises all support staff and student interns.

Section 4. Duties of Officers

A. President

It shall be the duty of the President to preside at meetings, to appoint committees, and to oversee all Council activities. The President shall appoint chairs of committees, appoint special committees, and prepare and present a written annual report to the Council. The President shall also conduct the regular meetings of the Council's Executive Board (see Article IV, Section 3), which comprises all officers and chairs of committees. The President shall be responsible for orienting new council members in July of each year.

B. Vice President/Campaign Chair

The Vice President/Campaign Chair shall assume the duties of the President in the absence of the President and automatically be elevated to the presidency of the Council if, for any reason, the elected President shall be unable to serve. The Vice President/Campaign Chair's duties shall include serving as chair of the Campaign Committee. If the Vice Presidency is vacated, an interim election will be held to select a replacement.

C. Program Manager/Administrative Staff

The Program Manager shall be responsible for the collection and maintenance of records of all official activities of the Council and its committees and of any other business of the Council. The Program Manager will work with the recording secretary to keep the minutes, including records of attendance and proxy agreements, at council and Executive Board meetings. The Program Manager will maintain attendance records for committee meetings as reported by committee chairs.

The Program Manager shall oversee the nominating process as determined by the Executive Board

for the Benevolent Fund.

D. Treasurer The Treasurer shall keep records of all funds received and disbursed, shall distribute all funds in accordance with the instructions of the Council, and shall furnish monthly reports to the Executive Board and to the Council. Additionally, the Treasurer will serve on the Campaign Committee and on the Executive Board. The Treasurer may serve as a voting member on other committees at the discretion of the President. The Treasurer will assist in preparing the preliminary and final budgets in the months of July and August.

E. Assistant Treasurer The Assistant Treasurer's duties will be determined by the Treasurer with the goal of training the Assistant Treasurer to become the Treasurer. The Assistant Treasurer is encouraged to serve on the Employee Emergency Assistance Committee. The Assistant Treasurer may serve as a voting member on other committees at the discretion of the President. The Assistant Treasurer will succeed the Treasurer in the event of a vacancy in the Treasurer's position.

F. Assistant Campaign Chair The Assistant Campaign Chair's duties will be determined by the Chair of the Campaign Committee with the goal of training the Assistant Campaign Chair to become Chair of the Campaign Committee. The Assistant Campaign Chair will succeed the Campaign Chair in the event of a vacancy in the Campaign Chair's position.

G. Immediate Past President The Immediate Past President will serve in an advisory capacity to the current President and the Executive Board.

H. Recording Secretary The Recording Secretary will take and distribute minutes at Council and Executive Board meetings.

Article IV **EXECUTIVE BOARD**

Section 1. Membership

The Executive Board comprises the President, Vice President/Campaign Chair, Recording Secretary, chairs of standing committees, and Assistant Campaign Chair as voting members and the Treasurer, Assistant Treasurer, Web Site Manager and Program Manager as non-voting members. All other appointed members shall serve on the Executive Board as non-voting members.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of the Council between meetings provided that none of its acts conflict with action taken by the Council. It may act upon routine questions in carrying out established policies, but shall not determine policy, authorize projects or donations, or adopt the budget. It may make recommendations to the Council, receive reports of committees, and perform other such duties as required by these Bylaws.

The President of the University in consultation with the Executive Board will choose a goal for the campaign.

In July of each calendar year, a final preliminary operating budget for the following fiscal year shall be prepared by the Council Treasurer to the Executive Board. In formulating the annual budget, the reserve for contingency shall be a minimum of 3% of the total available revenue, calculated by the Treasurer as the sum of donations and investment earnings.

At the end of each campaign year, non-administrative accounts will be "zeroed" out by the Treasurer with the remaining balances being put toward pledge deficits to any approved agency. If there is no pledge deficit, distribution of remaining funds will be at the discretion of the Executive Board. The year-end financial report shall then be presented to the Council by the Treasurer for approval at the August meeting.

Section 3. Meetings

The Executive Board shall hold regular monthly meetings. Special meetings may be called by the President. A majority of the voting members shall constitute a quorum for any regular or special meeting. A simple majority vote of those present and voting is required to conduct business unless otherwise specified in these Bylaws.

Article V **COMMITTEES**

Section 1. Standing Committees

The standing committees shall be the Agency Review, Bylaws, Campaign Committee, Employee Emergency Assistance, and Awareness Committees.

A. Committee Membership

All committees shall consist of a member of the Council as Chair and at least four Council members. The Chair and all members of the committees shall be appointed annually by the President. Additional members, including appointed members of the Council, may serve as voting members of committees at the discretion of the President. In such cases all committee members, including appointed members, shall have one vote.

B. Attendance

Members should notify the President or the Program Manager and file a proxy vote if they are unable to attend a Council meeting. Members should notify the appropriate committee chair if they are unable to attend a committee meeting. The committee chairs are responsible for reporting attendance to the Program Manager.

C. Reporting

Committees shall maintain adequate records of their activities. Each chair shall make a formal report at the regular meetings of the Executive Board and Council following committee meetings.

D. Committee Procedures

Committees shall review their procedures, as stated in the Bylaws, on an annual basis. Committees may also maintain a procedures manual which contains operational details that are not needed in the Bylaws. Committees with a procedures manual shall review their manual annually and provide a copy to the Program Manager.

Section 2. Responsibilities of the Standing Committees

A. Agency Review Committee

Mission

The Agency Review Committee recommends agencies for funding from the UAB Faculty and Staff Benevolent Fund. Recommendations for allocating funds to agencies independent of the United Way of Central Alabama, Inc. and the Community Health Charities of Alabama, Inc. are submitted annually to the Council.

Special Considerations

Membership

The Council President will make every effort to have representation from each university division. Each member of the Agency Review Committee shall have one vote.

Meetings

The Agency Review Committee shall conduct a minimum of two meetings per year.

Procedures

The committee members shall recommend to the Council the eligibility criteria for agency participation and the guidelines for reviewing and allocating funds to approved independent agencies. The committee shall also inform the Executive Committee and the Council of their recommendations for funding for the independent agencies. There is no appeal process for denied agencies. The committee meets at least twice yearly and reports to the full Council at least annually. The main activities of the committee take place in January through May of each year. For further details regarding procedures, refer to the Agency Review Procedures Manual.

Eligibility Criteria

Written eligibility requirements are maintained by the committee.

B. Bylaws Committee

Mission

The Bylaws Committee reviews and revises as needed the bylaws of the Faculty and Staff Benevolent Fund. Proposed amendments shall be presented to the Council for discussion and approval.

Procedures

The Bylaws shall be reviewed at least annually by the Bylaws Committee for the purpose of making appropriate revisions. All proposed amendments to the Bylaws must first go to the Executive Board for review and recommendation prior to being brought to the Council. A proposed amendment must be circulated to all members of the Council at least ten days prior to voting on its approval. The Bylaws may be amended by a two-thirds vote of those present and voting at any regular or duly called meeting of the Council (See Article X).

C. Campaign Committee

Mission

The Campaign Committee organizes and conducts each year the UAB Faculty and Staff Benevolent Fund Campaign, which provides the Benevolent Fund's annual operating budget. This committee recommends annual campaign goals and secures pledges to this end. The Campaign Committee engages in a continuing effort to promote the activities of the Benevolent Fund to contributors and potential contributors. The committee gathers information concerning faculty and staff perceptions of the Benevolent Fund and uses this information to develop promotional strategies, especially for the annual campaign.

Special Consideration

Membership

Each organizational unit of the University shall be represented on the Campaign Committee by one or more council members.

Chair

The chair will conduct the annual campaign. The chair will contact United Way of Central Alabama, Inc. and Community Health Charities of Alabama, Inc. by December 1 to obtain a list of approved agencies for the coming year. The chair shall send the approved lists to the Program Manager for inclusion in campaign literature.

Assistant Chair

The assistant chair of the Campaign Committee shall assist the chair in all aspects of the campaign and assume the position of chair if necessary. The assistant chair of the Campaign Committee shall be selected for that person's ability to contribute to the fund-raising and development efforts of the Council. The assistant chair must be willing and able to give time and efficient administration of this demanding office. Experience and skill in planning and conducting a major charity campaign are helpful. The assistant chair shall become familiar with all local charities supported by the UAB Faculty and Staff Benevolent Fund as well as with the directors of United Way of Central Alabama, Inc. and Community Health Charities of Alabama, Inc.

Meetings

Members of the Campaign Committee must be able to devote the appropriate amount of time to the vital work of this demanding committee, especially during the winter and spring, just prior to and during the annual campaign.

Procedures

The duties of the Campaign Committee shall include but not be limited to recommending financial goals for the annual campaign, planning and executing campaign efforts, properly accounting for and documenting all pledges and contributions, providing guidance to all its subcommittees, disseminating and maintaining all campaign statistical reports, preparing the campaign records and annual report, and properly filing the annual report. The Campaign/Public Relations Committee shall develop marketing and campaign materials including but not limited to corresponding brochures, presentation materials, and videos. The Campaign Committee workload will be heaviest in the quarter prior to the commencement of the annual campaign. Promotional strategies and materials developed by the Committee shall be presented to the Executive Board and the Council for approval.

D. Employee Emergency Assistance Committee (EEAC)

Mission

The EEAC evaluates employee requests and makes decisions regarding disbursement of funds for emergency financial assistance according to established criteria. The committee makes decisions regarding disbursement of time from the UAB Retiree Sick Leave Bank for the purposes of emergency financial assistance according to established criteria. The Committee may take other action as it deems necessary in response to unusual circumstances.

Special Considerations

Membership

The Committee will be composed of no less than ten members. Each member shall have one vote, except for the designated administrator of the committee, who is not a voting member. Committee members' names shall not be published. In addition to appointed members, all Benevolent Fund Council members are encouraged to attend meetings in order to acquaint more members of the Council with the workings of this Committee. The EEAP sessions are open to all Council members but only those who have completed the EEAP orientation session and observed two EEAP meetings may vote.

Meetings

The Committee ordinarily meets once each week at the call of the chair.

Procedures

The Committee is authorized to expend resources of the UAB Faculty and Staff Benevolent Fund as follows:

Awards shall not exceed \$1,250 per recipient per twelve-month period except in unusual circumstances as approved by the Council. The lifetime limit per employee is \$3,750. The Committee approves assistance by a majority vote of members present at any of its meetings. The award may not exceed the amount of assistance needed as provided by the established documentation of the case and judgment of the committee.

Awards of sick time can never exceed the balance of available leave in the UAB Retiree Sick Leave Bank. All recipients must meet the eligibility criteria to receive sick leave donations from UAB. The committee approves sick leave donations by a majority vote of members present at its

meeting.

Requests for aid from the Benevolent Fund will be made through the Designated Administrator of the UAB Employee Emergency Assistance Program. The Designated Administrator of the UAB Employee Emergency Assistance Program provides information and makes recommendations about applications to the Committee. All requests are confidential and anonymous. The Committee shall approve or deny requests according to established criteria, and its decisions are final. It is appropriate for the staff at The Benevolent Fund (UAB Employee Emergency Assistance Program) to seek information from the employee regarding any assistance (financial or other) he/she may have received from other agencies/sources. This information will be documented by The Benevolent Fund and presented to the committee when reviewing the cases. The committee may recommend that an employee seek assistance from other agencies at the time the award is made.

The person requesting assistance will be notified of the Committee's decision by the Designated Administrator of the UAB Employee Emergency Assistance Program. When a request for assistance is approved, checks are made payable directly to the employee. Checks are usually issued within one week after the committee considers and approves the case. Once the checks are issued by UAB Accounting and received in the Benevolent Fund Office, the employee will be contacted. At that time the employee can make arrangements to pick up the check or have it mailed. Employees will be issued a 1099 by UAB documenting the EEAC award as income.

The Chair shall initiate action as appropriate when unusual circumstances arise.

The Committee shall maintain adequate records of its activities. The Chair will make a formal report to the members of the Council at the monthly meeting. For further details regarding procedures, refer to the Employee Emergency Assistance Program Operations Manual.

Eligibility Criteria

Persons eligible for aid must be in one of the following employment categories: full-time regular employees, part-time regular employee, employees working three twelve-hour shifts, retirees (for the first 3 months following the date of retirement), residents, fellows who are pay code "21", full-time temporary employees, and comparable employees of the UAB Health System.

The need for financial assistance must be directly attributed to or caused by a qualifying emergency, which shall be defined as the occurrence of any event or combination of circumstances which calls for immediate action or any pressing need following a sudden and unexpected happening, the occurrence of which was wholly unforeseen by the employee. Qualifying events may include but are not limited to fire, flood, tornado, or medical emergency. The need for financial assistance may also be determined by undue hardship which shall be defined as circumstances peculiar to the employee's situation, not deliberately caused by the employee, which are of such magnitude or severity that it is unlikely that the employee has sufficient resources to reasonably expect a favorable outcome. Common life occurrences that would not in and of themselves be qualifying events include routine car and home repairs/maintenance, car accidents, legal fees and living beyond one's means.

E. Awareness Committee

Mission

The Awareness Committee shall be responsible for assisting the Program Manager with all aspects of awareness throughout the year.

Special Considerations

Membership

The Awareness Committee shall comprise a chair and all council members who volunteer to participate in orientation activities for new employees.

Meetings

The Awareness Committee shall meet monthly unless otherwise necessary.

Article VI

CONTRIBUTIONS/DISBURSEMENTS OF FUNDS

Section 1. Contributions

Contributions by check, transfer of securities, cash, or by voluntary payroll deduction may be made by faculty and staff of the UAB, UAB Health System, and the University of Alabama System Office. Contributions from non UAB employees and non UAB Health Systems employees or organizations may also be accepted by the Council. Contributions will be used to support agencies that provide direct human health care and social services.

Section 2. Distributions

Funds may be allocated to the United Way of Central Alabama, Inc., Community Health Charities of Alabama, Inc., and approved local independent agencies. Funds may not be disbursed directly to ~~independent~~ international organizations that are not affiliated with United Way of Central Alabama, Inc. or Community Health Charities of Alabama, Inc. Individuals may not receive funds except in the case of funds disbursed through the Employee Emergency Assistance Committee. The Council Treasurer shall make payments toward pledges to each approved agency and report to the Executive Board and the Council. Disbursements will be adjusted by the Treasurer based upon changes in pledges and terminations. Disbursement above the pledge amount will be allocated after all other expenses are considered.

Article VII

COUNCIL PROCEDURES

Section 1. Meetings

The Council shall meet monthly unless otherwise determined by the Executive Board.

The time and place of each meeting of the Council shall be given to each member of the Council at least one week prior to the date of the meeting.

Section 2. Officer/New Member Selection

Selection of officers and new members of the Council shall be conducted annually. Officers to be elected by a majority vote of the Council at its June meeting shall be President and Vice President/Campaign Chair and Recording Secretary. Selection of committee chairs will be performed by the incoming Benevolent Fund President.

Benevolent Fund Program Manager shall assist in the Council election process in the spring of each year. All nominees must be an annual donor to the Benevolent Fund in some fashion, and must be in an employment status code that permits solicitation. The nominee's supervisor must approve of his/her nomination. Each nominee shall also be classified as to the organizational unit of the University the employee will represent.

Section 3. Quorum

One more than half of the voting members of the Council or their proxies shall constitute a quorum for any regular or special meeting. A simple majority of voting members present shall be required to approve business of the Council unless otherwise specified in these Bylaws. Proxy votes must be submitted in writing (via FAX or email) to the President or Program Manager in advance of the meeting.

Section 4. Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Council in all cases in which they are applicable and consistent with these Bylaws.

Section 5. Conflict of Interest

Any member of the Council who also has an official affiliation with any agency or individual requesting support from the Faculty and Staff Benevolent Fund shall abstain from any discussion or any vote taken in a committee, a council, or an executive board meeting relative to support by the Benevolent Fund. Official affiliation shall include but not be limited to service as an officer or as a member of an agency's governing board.

Article VIII

TERMINATION OF COUNCIL/DISSOLUTION OF FUNDS

In the event of the termination of the Council by the UAB President, the UAB President shall apply and distribute the assets of the Benevolent Fund as follows:

- All liabilities and obligations of the Benevolent Fund shall be paid, satisfied and discharged or adequate provisions shall be made thereto;
- Assets held by the Benevolent Fund upon a condition which occurs by reason of the termination or conveyed in accordance with such requirements; and
- All of the remaining assets of the Benevolent Fund shall be transferred or conveyed to the Board of Trustees of the University of Alabama, and its successor, if said corporation, or its successor, shall qualify as a public corporation and an instrumentality of the State of Alabama or as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, and if said corporation as its successor shall not qualify, then to some other organization or organizations organized for charitable purposes and shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended.

Article IX
NON-DISCRIMINATION POLICY

The UAB Faculty and Staff Benevolent Fund adheres to the policies of UAB.

Article X
AMENDMENT OF BYLAWS

These Bylaws shall be reviewed at least annually by the Bylaws Committee for the purpose of making appropriate revisions. All proposed amendments to these Bylaws must first go to the Executive Board for review and recommendation prior to being brought to the Council. A proposed amendment must be circulated to all members of the Council at least ten days prior to adoption. The Bylaws may be amended by a two-thirds vote of those present and voting at any regular or duly called meeting of the Council.

Addendum

HISTORY

Prior to 1984, separate and individual campaigns were held on campus for certain health related agencies and for the United Way agencies. For example, in 1976, separate campaigns were held for the American Heart Association, the American Cancer Society, and United Way agencies. The total amount pledged to United Way in 1976 was \$121,841. In 1980, the National Voluntary Health

Agencies campaign was held on campus, in addition to the ones named above, and in that year, UAB employees contributed a total of \$19,511 to all of the health agencies and \$313,514 to the United Way agencies.

Holding four separate campaigns each year was difficult on all of our employees but particularly burdensome to the individuals in each department who were responsible for conducting those campaigns. Also, UAB employees had very little input into decisions affecting how the campaigns were run or the campaign materials to be used. There was also no provision for employee assistance. That is why, in 1984, UAB President Dr. S. Richardson Hill appointed an ad hoc committee to study alternatives for handling employee charitable giving campaigns. It was chaired by Assistant Vice President Dorothy Mueller and had on it representatives from academic units in the Medical Center and University College, from University Hospital, and from central support units such as Personnel and the Computer Center.

The Ad Hoc Committee presented to President Hill a proposal to create an employee-governed organization within the University to coordinate UAB employee charitable giving. The proposal was accepted and in the summer of 1984 the UAB Faculty and Staff Benevolent Fund was officially formed. From the beginning, the Fund and its campaigns have been administered by the Benevolent Fund Council, consisting of UAB employees representing all academic and administrative areas. The 1985 Benevolent Fund campaign included for the first time two independent, non-UW/NHA agencies, and also began providing emergency financial assistance to UAB employees. In 1996 the Benevolent Fund campaign raised over \$1,000,000 in pledges and supported over 100 agencies, in addition to the many UAB employees served through its employee emergency assistance fund.

Dorothy Mueller August, 1997

Formation of Initial Council

The Ad Hoc Committee for Combined Charities Campaign, appointed by the UAB President to study the feasibility of creating a combined charities fund for UAB, elected the initial UAB Faculty and Staff Benevolent Fund Council from full-time regular faculty and staff and part-time regular faculty and staff. Of this initial Council, one half of the elected members from the respective University areas served one year and the other half served two years.

Volunteers and recommendations for membership to the Council were encouraged and solicited from the faculty and staff.

In 1991 a special representative from UAHSF was appointed for 1992. As of January 1993, two representatives from UAHSF were to be chosen to provide appropriate representation from this unit, one to serve one year, the other two years.

The UAB President appointed the Assistant Treasurer in 1997.

In 1997, the position of Assistant Campaign Chair was added to the Council.

In 1998, a representative from the Callahan Eye Foundation Hospital was added to the Council.

In 1998, the position of Assistant Tracking Manager was added as an appointed position to the Council.

In 2002 the part-time position of Program Coordinator was added.

In 2003, the position of Employee Emergency Assistance Program Coordinator was added.

In 2003, the Program Coordinator position was changed to Program Manager.

In 2006, a representative from UAB Highlands was added to the Council.

In 2011, the office was restructured and the Program Manager assumed responsibility for coordinating the Employee Emergency Assistance Program and a full-time administrative Program Coordinator was added.