BYLAWS
of
CANCER NETWORK OF SANDERS COUNTY

Article I
OFFICES

Principal Office. The registered office of the Cancer Network of Sanders County (CNSC) shall be 200 South Hubbard, Plains, Montana 59859 and the name of the registered agent at this address is Shelley Bertrand. The mailing address of the initial principal office of CNSC is P.O. Box 1311, Plains, Montana 59859. The registered office need not be identical with the principal office of CNSC and may be changed at any time by the suggestion of the Executive Committee and approval of the members.

Article II
PURPOSE & MISSION

The purpose of this organization is to provide financial support to Sanders County Residents undergoing cancer treatment. Our mission is to help offset some of the costs our residents incur while fighting cancer. A gift will be given once a year to those Sanders County Residents who are undergoing cancer treatment and have completed the yearly application. Applications must be signed by a medical professional. The amount of the gift may be changed at the discretion of the board by a simple majority vote.

Article III
MEETING OF THE MEMBERS

Section 1. The regular meeting of the Board of Directors CNSC shall be held at least quarterly and be advertised ahead of the meeting date, for the purpose of transacting business, Propose amendments to Bylaws as may properly be brought before the meeting.

Section 2. Special Meetings. Special meetings shall be called by the Executive Committee or the President.

Section 3. Notice of Meetings. CNSC shall notify members of the date, time, and place of each regular meeting and any special meetings at least 7 days before the proposed meeting date.

Section 4. Quorum. The Board of Directors may conduct business and take action on items if a quorum, present in person or represented by a written proxy, exists with respect to that matter. Five (5) Board Members constitute a quorum. When a quorum is once present at a meeting, it is not broken by the subsequent withdrawal of any of those present.

Section 5. Voting. If a quorum exists, action on the matter is approved if the votes cast favoring the action exceed the votes cast opposing the action. Remote attendance and voting or voting by proxy is permitted if approved by board.

Article IV
OFFICERS AND COMMITTEES

Section 1. Officers and Election. The Executive Board of Directors shall consist of five (5) Board Members. The offices will be the President, Vice President, Secretary, Treasurer, and Assistant Treasurer.

Section 2. Conflict of interest Policy - No more than 50% of voting Board Members shall be family relations. Any conflicts of interests shall be discussed and addressed by Board Members.

Section 3. Duties

a. **President** – shall preside at all meetings
b. **Vice-President** – in the absence of the President, the Vice President shall perform the duties of the President.
c. **Treasurer** – shall have the responsibility for the custody and control of all the funds of CNSC and maintain records.
d. **Secretary** – shall keep and maintain the minutes of all meetings of the Board of Directors and Executive Board.

Section 3. Term. The terms of officers of the Board of Directors, shall be one year and may continue if elected by the Board of Directors.

Section 4. Vacancies. Vacancies shall be filled with an appointment made by the Executive Board of Directors and approved by a vote of the Board of Directors.

Section 5. Committees. The Board of Directors may create committees and appoint members to serve on them. Each committee may have one or more members.

Section 6. Resignation. Any member of the Board of Directors or a committee chair may resign at any time by delivering written notice to the Board of Directors. The resignation is effective when the notice is delivered unless the notice specifies a later effective date.

Section 7. Procedures for handling conflicts of interest to ensure ethical governance - Any conflicts of interest shall be brought in front of the Board of directors, discussed along with a vote to take appropriate action to address.

Section 8. Financial Management - The treasurer, shall maintain the records of all financial transactions. The treasurer report shall be presented to the Board at every meeting, Reviewed by every board member and approved by the Board. The Annual report shall be completed by the treasurer presented to the board for approval. The treasurer shall work with a Professional accountant annually for yearly audit along with submitting tax return, results will be shared with the board and approved by majority vote.

Section 9. Fiscal Year - January 1st to December 31st

Article V
AMENDMENT OF BYLAWS

These Bylaws may be amended by a majority vote of the members of CNSC.

Adopted this 9th day of April , 2025.

_____ President- Nicholas Ferrara

_____Vice President-Sherryl Wachob

_____Treasurer- Kathryn Skelly

_____ Assistant Treasurer- Shelley Bertrand

_____Secretary-Sue Johnson

2025