

BYLAWS
of
CANCER NETWORK OF SANDERS COUNTY

Adopted May 2026

Article I

Principal office. The office of the Cancer Network of Sanders County (CNSC) shall be located at 200 South Hubbard, Plains, Montana 59859, and the name of the registered agent of this address is Shelley Bertrand. The mailing address of CNSC is P.O. box 1311, Plains, Montana 59859. The office location and mailing address may be changed at any time by the suggestion of the Executive Committee and approval of the members.

Article II

Purpose and Mission

The purpose of this organization is to provide financial support for Sanders County residents undergoing cancer treatment.

Our mission is to help offset some of the costs our residents incur while fighting cancer. A one-time gift will be given to Sanders County residents undergoing cancer treatment who have completed the application signed by a medical doctor and verified by an executive board member.

The amount of the gift may be changed at the discretion of the board by a simple majority vote of the members.

Article III
Meetings of the Board

Section 1.

The regular meetings of the Board of Directors shall be held as decided by the board and will be held at least quarterly. Meetings may be attended in person, or by phone with at least fifty percent (50%) of the current board members present.

Section 2.

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

Section 3.

Notice of Meetings. CNSC shall notify all members of the date, time and place of each regular meeting at least 7 days before the proposed meeting date.

Section 4.

Quorum. The Board of Directors may conduct business and act on items if a quorum is present in person, by phone or represented by a written proxy, exists with respect to that matter.

A quorum consists of fifty percent (50%) of the members of the board. Once a quorum is 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 of the matter is approved if the votes cast favoring the action exceed the votes cast opposing the action.

Section 6.

The Board Members are the only members of this organization.

Article IV

Officers and Committees

Section 1.

Officers. The board of Directors shall consist of four (4) executive board members and at least two at large members. The executive officers shall be the President, Vice President, Secretary, and Treasurer. Only one member in a household can serve as an executive board member. Board Members must be full-time residents of Sanders County and reside in county a minimum of seven (7) months per year.

Section 2.

Elections. The board will hold elections during the first (1st) quarter of the year.

Section 3.

Terms. The terms of all officers shall be for one year, with re-elections possible if agreed upon by the majority vote of the board.

Section 4.

Duties of the officers:

- A. President- Shall preside at all meetings.
- B. Vice-President-In the absence or request of the President, the Vice President shall perform the duties of the President.
- C. Secretary -Shall keep and maintain the minutes of all meetings of the board of directors and executive board. All minutes will be emailed as soon as possible after the meeting to all board members for possible corrections.
- D. Treasurer-Shall have responsibility for the custody and control of the funds at CNSC as directed by vote of the full Board of Directors and maintain records along with providing financial accounting for regular meetings. 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.

E. All agenda, minutes and financial reports are stored at the CNSC office location for a minimum of 12 months.

F. All board members have the responsibility to be an active member of the board. Participating in discussions, fundraising activities and any other events as directed by the board to promote this organization.

Board members must attend at least Fifty percent (50%) of the Board Meetings, either in person or by phone. Members absent for fifty percent (50%) of the meetings may be voted off the board for lack of attendance.

Section 5.

Vacancies. Vacancies shall be filled with an appointment made by the Executive Board and approved by a vote of the Board of Directors and will fill the position until the next regularly scheduled election.

Section 6.

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

Section 7.

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

Section 8.

Removal of a Board Member. By a simple majority vote, a Board Member may be removed for any reason.

Section 9.

Confidentiality. All members will abide by the HIPAA law that requires all medical information to remain private on all the applicants.

Section 10.

Fiscal Year- January 1st to December 31st

ARTICLE V

IRC 501 (C)(3) TAX EXEMPTION PROVISIONS

Section 1.

Limitations on Activities. The activities of the Corporation shall be carried out in accordance with state and federal laws and regulations.

Section 2.

Prohibition Against Private Benefit. No part of the net earnings of the Corporation will benefit, or be distributable to, its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation.

Section 3.

Distribution of Assets. Upon the dissolution of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

ARTICLE VI

AMENDMENT & OTHER PROVISIONS

Section 1.

Amendment. Any proposed amendment to these Bylaws shall be submitted in writing to all members of the Board of Directors at least 15 days prior to the regular Board of Directors meeting at which such amendment should first be proposed. Passage of any amendment requires a three-fourths (3/4) affirmation vote by the full Board of Directors.

Section 2.

Construction and Terms. If there is any conflict between the provisions of these Bylaws and the Articles, the provisions of the Articles shall govern. Silence as to a topic shall not constitute a conflict.

Section 3.

Severability. Should any provision(s) or portion(s) of these Bylaws be held unenforceable or invalid for any reason, said provision(s) and portion(s) shall be stricken and severed and the remaining provisions and portions of these Bylaws shall remain fully enforceable.

Adopted this _____ Day of _____ 20_____

_____ President _____ Vice President

_____ Secretary _____ Treasurer

_____ Board Member _____ Board Member