

## **The Ending Cancer in Our Generation Foundation Bylaws**

### **I. Name**

1. The name of the organization shall be The Ending Cancer in Our Generation Foundation

### **II. Board of Directors**

1. The Board of Directors shall serve without pay and consist of 5 members.
2. Board member must attend the annual meeting unless otherwise noted in their offer letter.
3. Board members may serve until they desire to leave, but must give at least 60 days notice.
4. Vacancies shall be filled by the Board, with the recommendation of the Chair Person
5. Board members with five unscheduled absences shall be dismissed from the Board.

### **III. Officers**

1. The officers of the board shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the Board as well as general board members.
2. Elected officers will be voted on annually.
3. (a)The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b)The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence. (c)The Secretary shall be responsible for the minutes of the Board, keep all approved minutes as well as a copy with the Chair, must have meeting accessible to all. (d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

### **IV. Committees**

1. The Board may appoint standing and ad hoc committees as needed.

### **V. Meetings**

1. Regular meetings shall be held on bi monthly on the 1st and 3rd Saturday of the month
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.
3. Agendas shall be provided at least three days in advance.

### **VI. Voting**

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (ie, one more than half the members present).

## **VII. Conflict of Interest**

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

## **VIII. Fiscal Policies**

1. The fiscal year of the board shall be Jan 1st- Dec 31st

## **IX. Amendments**

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.