

Bylaws
Patient Assistance Foundation of Cancer Specialists of North Florida
Amended 4.29.2021 | Approved by Board Vote 6.8.2021

I. Name

1. The name of the organization/agency/group shall be the Patient Assistance Foundation of Cancer Specialists of North Florida

II. Board of Directors

1. The Board of Directors shall serve without pay and consist of seven members.
2. Board members shall serve two years. Board members shall serve until they feel they no longer want to.
3. Vacancies shall be filled by the Board, with the recommendation of the President.
4. Board members with four absences shall be dismissed from the Board.
5. Board as of January 21, 2021 are as follows: Beth Page (President), Robert Phelan (Treasurer), Meredith Harlow (Secretary), Kevin Buller, Lori Towers, Unni Thomas, MD, Maria Valente, MD.

III. Officers

1. The officers of the board shall consist of a President, Secretary and Treasurer nominated by the Board.
2. Elected officers will serve a term of two years.
3. (a)The President shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office. (b)The Treasurer shall assume the duties of the President in case of the President's absence. (c)The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes 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 one time per quarter.
2. Special meetings may be held at any time when called for by the President or a majority of Board members.
3. Agendas shall be provided at least two 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.

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 their seat and refrain from discussion and voting on said item.
2. Board members shall sign a contract affirming the above at the beginning of each fiscal year.

VIII. Fiscal Policies

1. The fiscal year of the board shall be January 1 to December 31.

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.



**Beth Page, President on behalf of the
Patient Assistance Foundation of
Cancer Specialists of North Florida**



Day