Bylaws
The Foundation of Cancer Specialists
d/b/a The Patient Assistance Foundation
Amended 10.21.2026 | Approved by Board Vote 11.5.2026

I. Name

1. The name of the organization/agency/group shall be The Foundation of Cancer Specialists d/b/a The Patient Assistance Foundation

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 17, 2025 are as follows: Beth Page (President), Robert Phelan (Treasurer), Meredith Harlow (Secretary), Kevin Buller, Lori Towers, Unni Thomas, MD, Richard Cassidy, 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. Applications will be reviewed by the Application Review Committee (ARC). This committee as of 10.272026 includes: Beth Page (President), Meredith Harlow (Secretary), Karen Berman (Foundation Assistant), and Brenna Ellis (Foundation Volunteer).
2. The Board may appoint other standing and ad hoc committees as needed.

V. Meetings

1. General updates shall be sent to the Board of Directors on a quarterly basis by email.
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.
4. The Board of Directors shall meet annually.

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.

   Passage of motions, discretionary approvals, amendments to the bylaws, grantmaking guidelines, and all other matters requiring a vote shall require a simple majority vote (four of seven votes).

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

X. Employees

1. The Foundation shall have one part-time employee, as approved by the Board in January 2025. This individual will be employed by Cancer Specialists, LLC. The Foundation will lease back the employee's services and cover all associated costs at fair market value, including salary, workspace, supplies, and other related expenses.

Beth Page, President on behalf of the
The Foundation of Cancer Specialists

4/16/2026
Day