

**BYLAWS FOR  
LAWRENCE COUNTY CANCER PATIENT SERVICES  
(Nonprofit Organization)**

**ARTICLE I – NAME AND PURPOSE**

Section 1 – Name: The name of the organization shall be Lawrence County Cancer Patient Services. It shall be a nonprofit organization incorporated under the laws of the state of Indiana.

Section 2 – Purpose: Lawrence County Cancer Patient Services (hereafter LCCPS) is organized exclusively for charitable patient care and services.

Our mission is to assist cancer patients who reside in Lawrence County. Our organization maintains a non-discrimination policy. We are open to all patients and/or volunteers without regard to sex, race, age, religious beliefs, or any other classification protected by law.

**ARTICLE II – MEMBERSHIP**

Section 1 – Membership shall consist of all active volunteers. Active is defined as attending half of the last six-monthly meetings.

**ARTICLE III - VOTING**

Section 1 - All members are entitled to one (1) vote. Voting carries with it the right to make decisions for the organization. A slate of officers and board members are proposed by the board and voted on by the membership.

Members shall be entitled to receive a copy of the annual report of the organization.

**ARTICLE IV – BOARD OF DIRECTORS**

Section 1 – Board Role: A board of directors is responsible for overall policy and direction of the group. The board will receive no compensation.

If a board member cannot serve for some reason another can be appointed by a majority of board members.

Section 2 – Meetings and Notice: The board will meet a minimum of once yearly at an agreed upon place and time. The board of directors is required to attend. Monthly meetings of active volunteers will be held to organize committees and plan events.

Meetings shall be conducted under the Roberts Rules of Order. Membership meeting are posted in advance and are open to the general public.

Section 3 – Officers and Duties: There shall be a minimum of six officers of the board consisting of a president, vice-president, secretary, treasurer, grant writer, and at least two patient services coordinators.

The President shall preside at regularly scheduled meetings or any special meeting that may be called. Other board members shall preside at each meeting in the following order: Vice-President, Secretary, Treasurer, or Patient Care Coordinator in the event of the absence of the President.

A chair shall be selected from the membership to chair committees on any special project or event. Members volunteer to then help with those committees

In 2022 secretary duties were divided into traditional secretary and corresponding secretary. These positions shall be responsible for keeping records of regular meetings and special meetings. The treasurer shall preside at any financial meetings and make all financial information available to board members and the public, this includes income and expenditures.

Section 4 – Special Meetings: Special meetings of the board may be called upon request of the President. Notices will be sent to all board members by the Secretary.

#### **ARTICLE V – COMMITTEES**

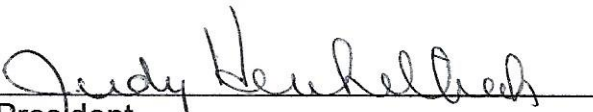
Section 1 – Committee Formation: Committees may be created as needed for fund raising, public relations and educational events. Committees may be formed by the membership or by the board and include additional community members.

#### **ARTICLE V – AMENDMENTS**

Section 1 – These bylaws may be amended if needed by two thirds majority of the board members. These must be sent to the members by the secretary.

#### **CERTIFICATION**

These bylaws were approved by the Board of Directors on December 13, 2023.

  
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President

  
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Date