
BYLAWS

OF

**GLOBAL RESOURCE FOR ADVANCING
CANCER EDUCATION**

Revisions November, 2012

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**ARTICLE 1
MEMBERSHIP**

The corporation shall have no members.

**ARTICLE 2
BOARD OF DIRECTORS**

Section 2.1 Powers. The affairs of the corporation shall be managed by the board of directors.

Section 2.2 Number and Term. The number of directors of the corporation shall be not less than three (3) and not more than twelve (12), with the specific number to be set by the board of directors from time to time by resolution. The board of directors, by amendment of these Bylaws, may increase or decrease the number of directors, provided that no decrease in number shall have the effect of shortening the term of any incumbent. Upon the first annual election of directors, the directors shall serve a term of three (3) years. Each such director shall hold office for the term for which he or she is elected and until his or her successor shall have been elected and qualified. The term of office of a class of director after those elected at the first annual meeting shall be three (3) years.

Section 2.3 Committees. The board of directors, by resolution adopted by a majority of the directors in office, may designate and appoint committees of the board. Any such committee shall consist of two (2) or more directors and shall have and exercise such authority of the board of directors in the management of the corporation as may be specified in said resolution. However, no such committee shall have the authority of the board of directors to amend, alter or repeal the Bylaws; elect, appoint or remove any member of any such committee or any director or officer of the corporation; amend the Articles of Incorporation; adopt a plan of merger or adopt a plan of consolidation with another corporation; authorize the voluntary dissolution of the corporation or revoke proceedings therefore; adopt a plan for the distribution of the assets of the corporation not in the ordinary course of business; or amend, alter or repeal any resolution of the board of directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation of authority to it shall not operate to relieve the board of directors or any individual director of any responsibility imposed upon it, him or her by law.

Section 2.4 Election. After the first annual meeting, the member or members of one class of directors shall be elected at each annual meeting, to hold office until the expiration of the term of office of the class of directors into which elected, and until his, her or their respective successors are elected and qualified.

Section 2.5 Removal. Any director may be removed by a majority vote of the board of directors whenever in its judgment the best interests of the corporation will be served thereby.

Section 2.6 Vacancies. The board of directors shall have the power to fill any vacancy occurring in the board and any directorship to be filled by reason of an increase in the number of directors by amendment to these Bylaws. Any director elected to fill a vacancy shall be elected or appointed for the unexpired term of his or her predecessor in office.

ARTICLE 3 MEETING OF BOARD OF DIRECTORS

Section 3.1 Annual Meetings. The annual meeting of the board of directors for election of directors to succeed those whose terms expire, and for the transaction of such other business as may properly come before the meeting, shall be held each year, at the meeting falling on a date within the third quarter of the calendar year, or on such other date as may be fixed from time to time by the board of directors.

Section 3.2 Special Meetings. Special meetings of the board of directors may be held at any place and time, whenever called by the president, secretary, or any two (2) directors.

Section 3.3 Notice of Meetings. Notice of the time and place of any special meeting of the board of directors shall be given by the director or directors calling the meeting, by regular or express mail, private carrier, personal delivery, email, electronic network posting, facsimile, telegram, teletype, or by personal communication over the telephone or otherwise, at least three (3) days prior to the date on which the meeting is to be held. Neither the business to be transacted nor the purpose of any meeting of the board of directors need be specified in the notice or any waiver of notice of such meeting.

Section 3.3.1 Consent to Notice By Email. If notice is provided to directors by email, it is effective only with respect to directors who have: (a) consented to receive notices transmitted by email; and (b) designated in the consent the message format that is accessible to the recipient, and the address, location, or system to which these notices may be emailed. A director who has consented to receipt of emailed notices may revoke the consent by delivering (by mail, facsimile or email) a revocation to the corporation. The consent of any director is revoked if the corporation is unable to transmit by email two (2) consecutive notices given by the corporation in accordance with the director's consent, and this inability becomes known to the directors of the corporation or other person responsible for giving the notice. The inadvertent failure by the corporation to treat this inability as a revocation does not invalidate any meeting or other action.

Section 3.3.2 Delivery of Notice By Email. Notice provided by email to a director who has consented to receive notice by such means is effective when it is emailed to an address designated by the recipient for that purpose.

Section 3.3.3 Delivery of Notice By Posting to Electronic Network. The corporation may provide notice of the time and place of any special meeting of the board of directors by posting the notice on an electronic network (such as a listserv), provided that the

corporation also delivers to the director notice of the posting by mail, facsimile, or email (pursuant to the recipient's consent to receive notices by email), together with comprehensible instructions regarding how to obtain access to the posting on the electronic network.

Section 3.3.4 Delivery of Notice By Other Means. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the director at his or her address as it appears on the records of the corporation, with postage thereon prepaid. Other forms of notice described in this section are effective when received.

Section 3.3.5 Effect of Attendance at Meeting. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where the director attends a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 3.3.6 Requirements of the Board of Directors. The Board of Directors must be dedicated to the vision, mission, ideals and principles for which GRACE stands. Directors must be capable of attending a minimum of 60% of meetings of the Board, and any committees to which assigned ("Capable of attending" means being able and willing to either be available by phone, email or in person for any meetings, and able to afford the time away from their profession to attend these meetings and for related work.). The Board of Directors must be able to commit the time required to discharge Board and committee duties, and be responsible for discharging their duties in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances in a manner the Director reasonably believes to be in the best interests of the organization.

Section 3.4 Quorum. A majority of the board of directors shall constitute a quorum for the transaction of business except as otherwise provided by law. The act of the majority of directors present at a meeting at which a quorum is present shall be the act of the board of directors. At any meeting of the board of directors at which a quorum is present, any business may be transacted, and the board may exercise all of its powers. A director who is present at such a meeting shall be presumed to have assented to the action taken at that meeting unless the director's dissent or abstention is entered in the minutes of the meeting, or unless the director delivers (personally, or by mail, facsimile or email) his or her dissent or abstention to such action to either the person acting as secretary of the meeting before the adjournment of the meeting, or to the secretary of the corporation immediately after the adjournment of the meeting, which dissent or abstention must be in writing or in an email. The right to dissent or abstain shall not apply to a director who voted in favor of such action.

Section 3.5 Meetings Held by Telephone or Similar Communications Equipment. Members of the board of directors or its committees may participate in a meeting of the board or such committees by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

ARTICLE 4
ACTIONS BY WRITTEN CONSENT

Any corporate action required or permitted by the Articles of Incorporation or Bylaws, or by the laws of the State of Washington, to be taken at a meeting of the board of directors (or its committees) of the corporation, may be taken without a meeting if a consent in writing or by email transmission setting forth the action so taken shall be executed (as defined herein) by all of the directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote, and may be described as such. For purposes of the Bylaws, “executed” means: (a) writing that is signed; or (b) an email transmission that is sent with sufficient information to determine the sender’s identity.

ARTICLE 5
WAIVER OF NOTICE

Whenever any notice is required to be given to any director of the corporation by the Articles of Incorporation or Bylaws, or by the laws of the State of Washington, a waiver thereof in writing or by email executed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

ARTICLE 6
OFFICERS

Section 6.1 Officers Enumerated. The officers of the corporation shall be a president, one or more vice presidents, a treasurer, and such other officers and assistant officers as may be deemed necessary by the board of directors, each of whom shall be elected by the board of directors, and shall serve until their successors are duly elected and qualified. In addition to the powers and duties specified below, the officers shall have such powers and perform such duties as the board of directors may prescribe.

Section 6.2 The President. The president shall exercise the usual executive powers pertaining to the office of president. He or she shall preside at meetings of the board of directors and committees exercising any authority of the board. The president or a designee of the president shall ensure that records of the minutes of the board meetings be made available for approval to all of the directors and maintained longitudinally as a record of board activities.

Section 6.3 The Vice President. In the absence or disability of the president, the vice president shall act as president.

Section 6.4 The Treasurer. The treasurer shall have the care and custody of and be responsible for all funds and investments of the corporation and shall cause to be kept regular books of account. The treasurer shall cause to be deposited all funds and other valuable effects in the name of the corporation in such depositories as may be designated by the board of directors, and in general, shall perform all of the duties incident to the office of treasurer.

Section 6.5 Vacancies. Vacancies in any office arising from any cause may be filled by the board of directors at any annual or special meeting.

Section 6.6 Salaries. The salaries of all officers and agents of the corporation, if any, shall be fixed by the board of directors.

Section 6.7 Removal. Any officer elected or appointed may be removed by the board of directors whenever in its judgment the best interests of the corporation will be served thereby.

**ARTICLE 7
ADMINISTRATIVE AND FINANCIAL PROVISIONS**

Section 7.1 Fiscal Year. The last day of the corporation’s fiscal year shall be December 31.

Section 7.2 Loans Prohibited. The corporation shall make no loans to any officer or to any director.

Section 7.3 Corporate Seal. The board of directors may provide for a corporate seal, which shall have inscribed thereon the name of the corporation, the year and state of incorporation and the words “corporate seal.”

Section 7.4 Books and Records. The corporation shall keep at its registered office, its principal office in this state, or at its secretary’s office if in this state, the following documents (in electronic or hard copy form): current Articles of Incorporation and Bylaws; correct and adequate statements of accounts and finances; a list of officers’ and directors’ names and addresses; minutes of the meetings of the board and any minutes which may be maintained by committees of the board. All books and corporate records of the corporation may be inspected by any director, or his or her agent or attorney, for any proper purpose at any reasonable time.

Section 7.5 Amendment of Bylaws. These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the board of directors at any annual or special meeting of the board.

Section 7.6 Rules of Procedure. The rules of procedure at meetings of the board of directors of the corporation shall be the rules contained in Roberts’ Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or with any resolution of the board of directors.

CERTIFICATION

Howard West, being President of Global Resource for Advancing Cancer Education, hereby certifies that the foregoing Bylaws were duly accepted by a consensus of board members on November 7, 2012, following amendments to the original bylaws approved in 2007.

Howard West, President

Commented [d1]: Who should be referenced here now... ?
Pres?