



WEST ISLIP BREAST CANCER COALITION

BY-LAWS

(REV 4)

May 2023

West Islip Breast Cancer Coalition for Long Island, Inc.

(Non Profit)

West Islip, New York

Rev 1 – July 10, 2007

Rev 2 – November 18, 2010

Rev 3 – June 12, 2013

Rev 4 – May 12, 2023

***** POLICIES and PROCEDURES APPROVED by the WIBBC BOARD of DIRECTORS**

ARTICLE

1.0 Name

The name of this organization is the West Islip Breast Cancer Coalition for Long Island, Inc., dba West Islip Breast Cancer Coalition (hereinafter referred to as the WIBCC). Currently, the WIBCC maintains an office at 735 Montauk Highway, West Islip, NY 11795. Its mailing address is P.O. Box 247, West Islip, NY 11795-0247.

2.0 Mission/Purpose

The West Islip Breast Cancer Coalition for Long Island, Inc. (WIBCC) is a non-profit 501(c) 3, volunteer, grassroots organization founded in 1992. It is the mission of WIBCC to help reduce the incidences and severity of breast cancer diagnoses by community outreach and raising awareness of possible means of prevention and early detection. Also, part of its mission is to provide support services through its "Lend a Helping Hand Program" for those who are diagnosed and undergoing treatment for breast and/or gynecological cancers. After being directly responsible for the first comprehensive cancer cluster survey in Suffolk County, which led to a multi-year Long Island breast cancer study, mandated by Congress in 1993, WIBCC continues to support research and advocacy as it pertains to breast cancer eradication.

2.1 Lend A Helping Hand Program

WIBCC will prepare a budget to assist clients in maintaining their self-sufficiency during treatment and according to their specific needs. Needs may include, but are not limited to: house cleaning, child care, prepared meals, post-mastectomy personal care apparel, wigs, transportation to oncology and radiation appointments, and help with prescription and medical copays or other bills.

A per-client financial assistance limit will be established for related breast and gynecologic cancer issues to assure equitable and sustainable distribution of WIBCC's available Lend a Helping Hand funds. Any expenditure over the limit must be presented to the Board of Directors for special approval.

2.2 Post-Surgical Garment

WIBCC will provide a gift of a post-surgical bra or camisole to women receiving breast cancer surgery at Good Samaritan University Hospital, and for whom these items would not be covered by insurance.

3.0 Non-Discrimination Policy/Political Affiliations

3.1 Policy

The WIBCC shall avoid making any decisions based upon race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information. Should a word or phrase appear in these by-laws which may imply that such a distinction is made, that term shall be given an ordinary meaning in accordance with the terms of this article.

3.2 Affiliations

The WIBCC is a non-partisan and non-sectarian organization and as such may not lend its name, influence or facilities directly or indirectly to the nomination, election or appointment of candidates for political office, regardless of whether they advocate the search for the cause and cure breast cancer or not. Similarly, the WIBCC may not endorse products or groups hopeful of achieving similar goals.

4.0 Organization and Structure of the WIBCC

4.1 Governance

The property and affairs of the WIBCC shall be managed and conducted by elected officers and members of the Board of Directors (herein after referred to as the Board). Typically, the Board will be comprised of the President, Vice-President, Treasurer, Secretary and Board Members. The WIBCC may add a new Board position that may merit the Board, at which time would be voted upon by the Board.

The office answering machine and website will clearly state the hours the office is open.

4.2 The Board

The Board shall conduct business operations in accordance with these by-laws and Robert Rules of Order. It shall perform the following duties:

- manage, oversee or otherwise coordinate all activities and affairs of the WIBCC
- function as a steering committee to devise strategies consistent with the mission and objectives of the WIBCC
- authorize, prepare and/or issue written positions or public statements consistent with the mission and objectives of the WIBCC
- create and/or authorize procedures as may become necessary for the operation of the WIBCC. These shall be subject to the rules and regulations contained herein

4.2.1 Parliamentarian

On occasion, an ad hoc Parliamentarian (or Advisory Council Member) may be designated to interpret Roberts Rules of Order for the Board.

4.3 Membership

Any individual of 18 years of voting age who is domiciled within Long Island, New York area and is interested and willing to assist the WIBCC in the pursuit of its mission, shall be eligible to become a full voting Board member of the WIBCC.

4.4 Application and Acceptance

Application for membership on the appropriate form shall be made to the office of the WIBCC. The President shall review application, vet applicant for commitment to objectives of the WIBCC and present applicant to the Board. Upon acceptance by a majority vote, said person shall become a Board member in good standing with all the rights of membership.

4.5 Voting

Board members in “good standing” who have been members for a minimum of 60 days are eligible to vote at Board meetings of the WIBCC. Proposals or issues may be passed by a simple majority vote of the members present if a quorum has been constituted.

4.6 Absences

A member of the Board who is absent from three consecutive regular Board meetings may be expelled by the Board, unless said absences are occasioned by illness or other reasons acceptable to the members of the Board.

4.7 Expulsion

Board members, including officers, may be expelled for conduct or actions which are contrary to these by-laws or the missions and objectives of the WIBCC. Expulsion of a member shall be by a quorum/majority vote of the Board at a Board meeting. Thereafter, the member shall have the opportunity to submit an appeal to the Board.

5.0 Elected Board Officers

An elected Board Officer of the WIBCC is solely a volunteer position without remuneration. The elected officer is permitted to use the office for all official WIBCC functions, including office equipment, telephone and supplies.

5.1 Nominations

Typically, nominees for officers of the Board are proposed by a Nominating Committee to the Board for their approval. In the event of a contested election, Board members may vote to decide the outcome of said elections. In the event that there is no opposition, the nominations shall carry.

5.2 Term of Office

Elected Officers are elected to serve for a single two-year term, with a limit of two consecutive terms (four years) unless the Board approves them to run for an additional term(s).

5.2.1 Emeritus Status

After serving their elected term(s), officers may remain on the Board as a member, or if they possess specific skills or expertise, may continue their services to the WIBCC in an advisory capacity.

5.2.2 Vacancies

A vacancy occurring among the elected officers of the Board shall be filled for the balance of the term by a simple majority vote of the remaining Board members.

5.3 Conflict of Interest

An elected Board officer of the WIBCC shall not also be a member of another Breast Cancer Coalition Board or other organizations that may present a conflict of interest. Although not inherently unlawful, conflicts of interest for purposes of this policy include financial or personal relationships as defined by the Board. It is therefore required that all members in “positions of influence” disclose the existence and nature of actual or potential conflicts of interest to the President, other Board members, or committee chairpersons.

5.3.1 WIBCC Board members that includes President, Vice-President, Treasurer, and Secretary cannot hold a paid position with WIBCC, in accordance with paragraph 7.0.

5.4 Nepotism

While more than one member of a family can sit on the Board, only one member of a family can serve as an Elected Board Officer at any time.

6.0 Elected Board Officer Roles and Responsibilities

6.1 President

The President of the WIBCC shall be conversant in and able to speak on aspects of Breast Cancer as well as progress in the search for its cure. They shall be the principal spokesperson for the WIBCC and may issue Board approved statements concerning WIBCC positions on breast cancer concerns. From time to time, they may designate an officer or member to perform in this capacity. Organizational duties require that the President call for and preside over all meetings of the WIBCC in a fair and impartial manner. They shall establish and publish a meeting agenda to be mailed or emailed to Board members one week prior to the meeting.

6.2 Vice-President

During the absence or disability of the President, the Vice-President shall perform such duties as may be prescribed by the Board, and take over the duties of the President until the President either returns or a new President is elected. The Vice-President shall work closely with the President and be aware of all WIBCC functions.

6.3 Treasurer

The Treasurer shall have the care and custody of all of the funds and securities of the WIBCC. The treasurer shall make all deposits in the name of WIBCC in the bank designated by the Treasurer for WIBCC monies. The Treasurer shall, when voted upon by the Board, sign and execute all contracts in the name of the WIBCC and countersigned by the President. Upon full approval, there must be two signatures on all checks and orders of payments, one consisting of the Treasurer and the other of a designated co-signer, usually the President or, in their stead, the Vice-President. Any expenditure, NOT INCLUDED IN THE PROPOSED BUDGET, must be approved by the Board before expending.

6.3.1 Reimbursement of Expenses

If a volunteer chooses to be reimbursed, a valid receipt must be presented to the Treasurer for reimbursements that prove to be solely for the WIBCC benefit. Mileage for volunteers is to be claimed on their personal income tax, if volunteer chooses to, unless the WIBCC sends a volunteer on an approved trip. Trip reimbursement receipts are reimbursable when proven to be a trip other than local, for example, Manhattan, long distance, or out of state travel and expenses.

In the absence of the approval by the Board, the Treasurer may be delegated to approve expenditures. The signature of two designated officials must appear on all checks. Petty cash reimbursements are made

upon presentation of a valid receipt. Credit cards are used by discernment of Treasurer, and only for office supplies and approved services.

6.4 Secretary

Primary duties of the Secretary shall include, but not be limited to, reading the minutes of previous meetings at Board meetings, taking minutes and distributing a copy to each Board member of all Board meetings.

The Secretary is responsible for maintaining the Policy Manual, true accounts of all meetings and discussions and deliberations in the Minutes Book.

Note: The Secretary shall insert and maintain dated copies of all approved actions of the Board, policies, by-laws amendments, etc. into the WIBCC policy and Procedures Manual. Said manual shall be reviewed at least annually by members of the Board and may be viewed by concerned parties, as necessary.

WIBCC Manual of Minutes, Policy and Procedures should be present at every Board Meeting so the Secretary has access to keeping the Manual up to date.

The Secretary should also be in charge of going over the prior meetings minutes to ascertain if all discussed issues have been resolved, or need to be tabled for the next meeting. These notes should be included in the current month's minutes and added to the agenda as a "Work in Progress" section.

7.0 Office Staff

7.1 The office of the WIBCC shall be staffed as deemed necessary by the Board. Positions are typically filled and tasked by the President with full knowledge and consent of the Board. Any qualified person may be recruited for this position(s), provided it is done with full knowledge and consent of the Board. The President shall interview people for the office position and then present their choice to the Board for vote.

Conversely, when it is determined that the requirement has changed or there is a lessened need, the President may decide or else be instructed by the Board to eliminate one or more of these positions. And, because these are casual hires, only a simple notice of termination may be delivered by the President and without the need for severance.

7.1.1 To avoid questions or propriety or conflict of interest, it is strongly recommended that sitting officers or members of the Board may not be considered for said positions.

7.2 Terms of Employment

Terms of employment and compensation (if warranted) for office staff will be determined by the President with consent of the Board. Employees of the office will receive a job description with the consent of the Board. The Board will

utilize the staff employee of the WIBCC when necessary for special events that call for office attention.

8.0 Committees

Incoming Presidents and/or the Board may establish committees necessary to conduct the business of the WIBCC. The President shall appoint Committee Chairpersons (with the exception of the Audit and Nominating Committees) and give them brief, written guidance defining specific committee obligations and the tenure of members. Committees shall be composed of volunteers drawn from the Board members and/or appointed by the Board. All committees shall operate in accordance with these by-laws with a simple majority of members constituting a quorum.

8.1 Ad Hoc Committees or Task Forces

From time to time, the President or Board may deem it necessary to convene Ad Hoc Committees or Task Forces to address or report upon pertinent issues. No Ad Hoc Committee or Task Force shall have the power to bind the WIBCC and shall be immediately disbanded when its responsibilities and obligations are discharged.

8.1.1 Audit Committee

Incoming Presidents shall form an internal Audit Committee composed of three members to verify that documents and financial records are “up to date” and in “proper order.” Incoming Treasurers shall receive a statement or financial report from the WIBCC accountant that the books are in order and a release of any transactions made prior to new Treasurer taking over.

The committee shall choose its own chairperson who shall report first to the President and then to the full Board. Thereafter, the President shall report the “State of the WIBCC” to the full membership at January’s General Membership Meeting. The chairperson of this committee shall be selected by its members from amongst its members. It is required that committee members will have a minimal financial background.

8.1.2 Nominating Committee

The Nominating Committee shall be composed of three members. Initially, this committee shall have its members selected by and from the Board. The Chairperson of this committee shall be selected by its members from among its members.

The principal function of the Nominating Committee shall be to receive, evaluate and nominate future officers previously established criteria. The recommended slate of nominees shall be made known to the sitting Board prior to its introduction at the appropriate Board Meeting.

8.2 Advisory Council

WIBCC has elected to have an Advisory Board/Council to serve on an advisory level. Those positions shall be held by individuals with a background of influence or niche skills that will credit the Board, such as doctors, lawyers, advocates, business people or general public.

This council is not an official Committee or Task Force of the Board. However, on occasion it is desirable to call upon the services of knowledgeable individuals in order to provide specific services to the officers and other Board members on a pro-bono basis.

8.3 General Volunteers

Volunteers may be enlisted to contribute their time and efforts to help the Board with various functions of WIBCC's fundraising initiatives and events. WIBCC will maintain a list of volunteers to be called upon when needed. The President, Board or Committee Chairperson will assign tasks and supervise volunteers when performing such tasks.

9.0 Meetings

9.1 Conduct of Meetings

Meetings shall be conducted by the President or their designee and shall be in accordance with the latest edition of Robert's Rules or Order. In the event Robert's Rules of Order conflicts with these by-laws, these by-laws shall govern.

9.2 Types of Meetings

Normally, three types of meeting shall be scheduled:

9.2.1 Board Meetings

General Board meetings shall be scheduled monthly and typically held at the WIBCC office or at such places as may be proposed by the President. All Board members are expected to attend. The President shall email an agenda to Board members one week prior to scheduled meeting. A voting quorum shall consist of one-half the total number of sitting Board members present plus one member. Under special circumstances, proxy votes by Board members may be accepted.

9.2.1.1 Agenda

The agenda of general Board meetings will be according to the following order of business:

- ❖ Call to order
- ❖ Approval of the Minutes of the previous meeting
- ❖ President's and/or Treasurer's Report
- ❖ Lend a Helping Hand Report
- ❖ Corresponding Secretary's Report
- ❖ Introduction of Guests
- ❖ Reports of Standing/Special Committees
- ❖ Unfinished Old Business – with updates on continuing business
- ❖ New Business
- ❖ Adjournment

Note: a Presiding Officer may suspend the “order of business” if a motion to do so from the floor is made and carried.

9.2.2 Officer Meetings

The President may on occasion call a meeting among elected officers of the Board and will provide advance notice of officer meetings to all elected officers indicating the date and place selected. Generally, these meetings shall be a forum for discussions of WIBCC strategy, governance and topics of interest.

9.2.3 Special Meetings

Special Meetings are scheduled when required provided that at least five (5) days notice is sent to the last known address of all Board members of the WIBCC. Special meetings may be called either by the President or by majority action of the Board.

10.0 Correspondence

10.1 Outgoing Correspondence

All outgoing correspondence shall be on WIBCC stationery. Letters, except for routine business correspondence, may be prepared by any officer, committee chairperson or their designate. Letters requesting information, meeting notices or requests for meeting halls, etc. shall be considered to be routine correspondence. Duplicates of all correspondence regardless of their nature shall be delivered to the Secretary for retention in the “Correspondence File.”