

**Structural Nucleic Acid Anticancer
Research Society, Inc.**

A Georgia Non-profit Corporation

BYLAWS

**ARTICLE I
NAME**

1.01 Name

The name of this corporation shall be Structural Nucleic Acid Anticancer Research Society, Inc.. The business of the corporation may be conducted as STARS or SNAA Research.

**ARTICLE II
PURPOSES AND POWERS**

2.01 Purpose

Structural Nucleic Acid Anticancer Research Society, Inc. is a non-profit corporation and shall be operated exclusively for educational, charitable, religious, and scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

The purpose of the Structural Nucleic Acid Anticancer Research Society, Inc. is to engage and empower students in crystal-growing, structural biology, and research. STARS aims to provide insightful experiences and valuable scientific skills to students while cultivating student leaders. The STARS vision is to strengthen the scientific and research understanding of students in the next generation through therapeutic and structural biology contexts.

2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

(a) Nonprofit Legal Status. Structural Nucleic Acid Anticancer Research Society, Inc. is a Georgia non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

(b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

(c) Distribution Upon Dissolution. Upon termination or dissolution of the Structural Nucleic Acid Anticancer Research Society, Inc., any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Structural Nucleic Acid Anticancer Research Society, Inc. hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Structural Nucleic Acid Anticancer Research Society, Inc., by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Georgia.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Structural Nucleic Acid Anticancer Research Society, Inc., then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Georgia to be added to the general fund.

ARTICLE III **MEMBERSHIP and BRANCHES**

3.01 Non-voting Membership Class

The corporation shall have no members who have any right to vote or title or interest in or to the corporation, its properties and franchises.

The student members who register as STARS members are student non-voting members of STARS.

3.02 Registration and Dues

To become a non-voting member, the prospective member must (1) register as a member and (2) pay membership dues, as described in Branch Policy.

3.03 Branch leadership

STARS aims to develop student leaders in scientific research. All prospective STARS member applicants to leadership positions in a STARS branch must have a demonstrated interest and dedication to the STARS mission, per Branch Policy. A participation rate of 66.6% or more and an application for the leadership position are recommended.

All STARS branch leaders or officers are required to maintain an 85% participation rate at STARS branch club meetings, outreach events, and officer meetings, otherwise their commitment and role in the STARS branch will be reevaluated, leading to a range of disciplinary results such as, but not limited to, a warning, a serious warning, or removal from the leadership position, as described in Branch Policy.

3.04 New Branch formation

New applying branches must submit a new branch application form and must embody and uphold all STARS values. As part of the application, each new branch is required to submit, as described in Branch Policy:

- (a) STARS branch bylaws that must include specific language as required by STARS for approval as a STARS branch,
- (b) An application form
- (c) Any other additional details required in Branch Policy

3.05 Branch activity, Branch good standing requirements, and membership rights

STARS branches must remain in good standing to retain STARS branch status, as described in Branch Policy. Briefly: Good standing requires (1) four or more registered STARS members for the branch, (2) weekly club meetings (approximately 10 meetings each semester), (3) at least two outreach events per semester, (4) written reports on each outreach event/program and on a summary of STARS branch weekly meetings and activities per semester, along with other requirements in the Branch Policy. After a STARS branch successfully and officially is given the STARS branch status, good standing requirements do not start being applied until the next full school semester (spring or fall semester), but new branches are encouraged to perform and submit as much of the suggested requirements as possible.

If a STARS branch does not fulfill these good standing requirements, the STARS status of the branch will be reevaluated, leading to a range of disciplinary actions, such as, but not limited to a warning and a given fixed period of time for the branch to rectify, or complete removal of

STARS branch status and its related benefits, as delineated in the Branch Policy. Alternatively, if a STARS branch is found violating the law, violating STARS values, violating the STARS mission and vision, or otherwise tarnishing the reputation of STARS, the STARS status of the branch will be reevaluated, leading to a range of disciplinary actions, such as, but not limited to, a warning and a given fixed period of time for the branch to rectify, or complete removal of STARS branch status and its related benefits.

STARS branch members are entitled to all communications by the STARS branch regardless of STARS branch member participation. If a STARS branch member does not renew their membership registration or membership fee payment during the next/second calendar year, the STARS branch must continue providing communications, unless the member in question specifically requests to terminate their membership. If the member still does not renew their membership registration or membership fee during the third calendar year, the member will be removed from communications, and their membership will be terminated.

3.06 Non-Voting Affiliates

The board of directors may approve separate classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

ARTICLE IV **BOARD OF DIRECTORS**

4.01 Number of Directors and Director Requirements

Structural Nucleic Acid Anticancer Research Society, Inc. shall have a board of directors consisting of at least 3 and no more than 15 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

Directors must have served in a volunteer, member, leadership, affiliate, or collaborator capacity for a period of time in or with a STARS branch.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the board, and the affairs of the Structural Nucleic Acid Anticancer Research Society, Inc. shall be managed under the

direction of the board, except as otherwise provided by law.

4.03 Executive Board

The Executive Board will serve as the executive leadership, also known as the Executive Committee, and will be responsible for the strategic decisions of STARS, and the Executive Board will consist of four directors: (1) the President, (2) the Vice-President, (3) the Secretary, and (4) the Treasurer.

4.04 Terms

(a) The President shall serve one-year terms, with the option to serve consecutive terms per board approval by 2/3 vote.

(b) All directors shall be appointed and/or elected to serve a one-year term with the option to serve consecutive terms also per board approval by 2/3 vote.

(d) Directors may serve terms in succession per board approval by 2/3 vote.

(e) The term of office shall be considered to begin January 1 and end December 31 of the same year in office, or from the time that a director is appointed to the end of December 31 of the same year.

4.05 Qualifications and Election of Directors

In order to be eligible to serve as a director on the board of directors, the individual must be 18 years of age and must EITHER have served or is currently serving as a STARS branch officer or in any other leadership or volunteer capacity OR must be an affiliate, such as, but not limited to, an academic or corporate affiliate, within affiliate classifications created by the board of directors. Directors may be elected at any board meeting by the 2/3 vote of the existing board of directors. The election of directors to replace those who have fulfilled their term of office shall take place in December of each year.

4.06 Vacancies

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

(a) Unexpected Vacancies. Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

4.07 Removal of Directors

A director may be removed by two-thirds ($\frac{2}{3}$) vote of the board of directors then in office, if:

(a) the director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall excuse the president. Or:

(b) for cause or no cause, if before any meeting of the board at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.

4.07 Board of Directors Meetings.

(a) Regular Meetings. The board of directors shall have a minimum of four (4) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

(b) Special Meetings. Special meetings of the board may be called by the president, vice president, secretary, treasurer, or any two (2) other directors of the board of directors. A special meeting must be preceded by at least 2 days notice to each director of the date, time, and place, but not the purpose, of the meeting.

(c) Waiver of Notice. Any director may waive notice of any meeting, in accordance with Georgia law.

4.08 Manner of Acting.

(a) Quorum. A 2/3 majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the 2/3 majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

(C) Hung Board Decisions. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president or treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.09 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as but not limited to reasonable travel expenses to attend board meetings or purchase expenses for organizing and hosting events on behalf of STARS.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

ARTICLE V **COMMITTEES**

5.01 Committees

The board of directors may, by the resolution adopted by a 2/3 majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Any committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- (a) take any final action on matters which also requires board members' approval or approval of a majority of all members;
- (b) fill vacancies on the board of directors of in any committee which has the authority of the board;
- (c) amend or repeal Bylaws or adopt new Bylaws;
- (d) amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;
- (e) appoint any other committees of the board of directors or the members of these committees;
- (f) expend corporate funds to support a nominee for director; or
- (g) approve any transaction;
- (i) to which the corporation is a party and one or more directors have a material financial interest; or

(ii) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

5.2 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the board of directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

5.3 Informal Action By The Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

ARTICLE VI OFFICERS

6.01 Board Officers

The officers of the corporation shall be a board president, vice-president, secretary, and treasurer, all of whom shall be chosen by, and serve at the pleasure of, the board of directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The board may also appoint additional vice-presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the board of directors may determine. One person may hold two or more board offices, but no board officer may act in more than one capacity where action of two or more officers is required.

6.02 Term of Office

Each officer shall serve a one-year term of office and may serve consecutive terms per board approval by 2/3 vote. Unless unanimously elected by the board at the end of his/her terms or to

fill a vacancy in an officer position, each board officer's term of office shall begin upon the adjournment of the board meeting at which he or she is elected and shall end upon the adjournment of the board meeting during which a successor is elected.

6.03 Annual Registration

This corporation will have no paid officers (e.g. CEO, CFO, secretary, etc.). For the sole purposes of annual registration with the state of Georgia, the board president will be listed as the CEO. The treasurer will be listed as the CFO, and the secretary will be listed as the secretary.

6.04 Removal and Resignation

The board of directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

6.05 Board President

The board president shall be the chief volunteer officer of the corporation. The board president shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.

6.06 Vice President

In the absence or disability of the board president, the ranking vice-president or vice-president designated by the board of directors shall perform the duties of the board president. When so acting, the vice-president shall have all the powers of and be subject to all the restrictions upon the board president. The vice-president shall have such other powers and perform such other duties prescribed for them by the board of directors or the board president. The vice-president shall normally accede to the office of board president upon the completion of the board president's term of office, unless the president should continue in his/her role for project/initiative continuity that is important for the stability of the nonprofit organization, per board approval by 2/3 vote.

6.07 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may

be prescribed by the board of directors or the board president. The secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the secretary.

6.07 Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors. The treasurer shall perform all duties properly required by the board of directors or the board president. The treasurer may appoint, with approval of the board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer.

6.08 Non-Director Officers

This corporation will have no paid officers (e.g. CEO, CFO, COO, etc.). The board of directors may designate additional non-voting, non-paid officer positions of the corporation.

ARTICLE VII **CONTRACTS, CHECKS, LOANS,** **INDEMNIFICATION AND RELATED MATTERS**

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

7.05 Indemnification

(a) Mandatory Indemnification. The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) Permissible Indemnification. The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

(d) Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with Georgia Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

ARTICLE VIII **MISCELLANEOUS**

8.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep

minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

8.03 Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

8.04 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Structural Nucleic Acid Anticancer Research Society, Inc. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the 2/3 majority of the board of directors then in office at a meeting of the Board, provided, however,

(a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

(b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds ($\frac{2}{3}$) vote of a quorum of directors at a Board meeting.

(d) that all amendments be consistent with the Articles of Incorporation.

8.06 Branches

The board shall adopt and periodically review a Branch Policy to determine how branches and other operations of STARS will be performed.

8.07 Travel Grants

The board shall adopt and periodically review a Travel Grant Policy to help STARS students and students in general have the opportunity to attend and present at scientific conferences.

ARTICLE IX

COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, Structural Nucleic Acid Anticancer Research Society, Inc. shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" is not mandatory, Structural Nucleic Acid Anticancer Research Society, Inc. willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

Structural Nucleic Acid Anticancer Research Society, Inc. shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X

DOCUMENT RETENTION POLICY

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of Structural Nucleic Acid Anticancer Research Society, Inc. records.

10.02 Policy

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, Structural Nucleic Acid Anticancer Research Society, Inc. may establish

retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. Structural Nucleic Acid Anticancer Research Society, Inc. expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Structural Nucleic Acid Anticancer Research Society, Inc. informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

(a) Corporate Documents. Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

(b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

(c) Employment Records/Personnel Records. State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

(d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the corporation.

(e) Press Releases/Public Filings. The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce

against the corporation.

(f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

(g) Marketing and Sales Documents. The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

(h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

(i) derives independent economic value from the secrecy of the information; and

(ii) has taken affirmative steps to keep the information confidential.

The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

(i) Contracts. Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

(j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

(k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be either:

(i) printed in hard copy and kept in the appropriate file; or

(ii) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XI
TRANSPARENCY AND ACCOUNTABILITY
DISCLOSURE OF FINANCIAL INFORMATION WITH THE PUBLIC

11.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, Structural Nucleic Acid Anticancer Research Society, Inc. practices and encourages transparency and accountability to the general public. This policy will:

- (a) indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public
- (b) indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public
- (c) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follow:

11.02 Financial and IRS documents (The form 1023 and the form 990)

Structural Nucleic Acid Anticancer Research Society, Inc. shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.03 Means and Conditions of Disclosure

Structural Nucleic Acid Anticancer Research Society, Inc. shall make “Widely Available” the aforementioned documents on its internet website: starsanticancer.org to be viewed and inspected by the general public.

- (a) The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).
- (b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.
- (c) Structural Nucleic Acid Anticancer Research Society, Inc. shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).

- (d) Structural Nucleic Acid Anticancer Research Society, Inc. shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for mailed requests.

11.04 IRS Annual Information Returns (Form 990)

Structural Nucleic Acid Anticancer Research Society, Inc. shall submit the Form 990 to its board of directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.05 Board

- (a) All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- (b) All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- (c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

11.06 Staff Records

- (a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- (b) No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.
- (c) Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that
- (d) Staff records shall be made available to the board when requested.

11.07 Donor Records

- (a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
- (b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.
- (c) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that ;

(d) donor records shall be made available to the board when requested.

ARTICLE XII

CODES OF ETHICS AND WHISTLEBLOWER POLICY

12.01 Purpose

Structural Nucleic Acid Anticancer Research Society, Inc. requires and encourages directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Structural Nucleic Acid Anticancer Research Society, Inc. to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

12.02 Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of Structural Nucleic Acid Anticancer Research Society, Inc. is in violation of law, a written complaint must be filed by that person with the vice president or the board president.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be subject to civil and criminal review.

12.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of Structural Nucleic Acid Anticancer Research Society, Inc. and provides the Structural Nucleic Acid Anticancer Research Society, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

Structural Nucleic Acid Anticancer Research Society, Inc. shall not retaliate against any director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of Structural Nucleic Acid Anticancer Research Society, Inc. or of another individual or entity with whom Structural Nucleic Acid Anticancer Research Society, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Structural Nucleic Acid Anticancer Research Society, Inc. shall not retaliate against any director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body,

any activity, policy, or practice of Structural Nucleic Acid Anticancer Research Society, Inc. that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.06 Handling of Reported Violations

The board president or vice president shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII **MISCELLANEOUS ACTIVITIES**

13.01 Politics and Legislation Policy

STARS and its branches will not support or oppose candidates in political campaigns for public offices.

STARS and its branches will not significantly influence legislation. The legislative activities of STARS will be insubstantial and less than 2% of STARS volunteer time and expenses, if STARS decides to do so.

13.02 Publication and Intellectual Property Policy

If any significant result comes from research that STARS performs, it will be published in a timely manner, and the results will not be withheld from the public for the purposes of private gain.

If the research is significant and can be classified as intellectual property, STARS will file a patent on the research. The patent-application process will be a useful learning experience for STARS students. STARS will license out the patent(s) at no cost to any public-serving, charitable entity with tax exempt status that would like to use the patent for charitable uses to build upon the research and help families and the Society, Inc. for purposes that are aligned with the STARS mission and vision. Examples of such charitable research entities that are involved with improving the lives of others can include: (1) St. Jude Children's Research Hospital, (2)

Shriners Hospital's for Children, (3) American Cancer Society, Inc., and (4) Doctors without Borders.

13.03 Finance for General Public Policy

STARS will not provide educational information to the general public on budgeting, personal finance, financial literacy, saving and spending practices, the sound use of consumer credit, and/or assist individuals and families with financial problems such as credit card debt and foreclosure by providing them with counseling.

13.04 Operation Policy

It is the mission, duty, and purpose of Structural Nucleic Acid Anticancer Research Society, Inc. (STARS) to engage and empower students in science, research, and therapeutics globally regardless of geographical location. Therefore, STARS may operate in any country and any region in any country around the world where we may fulfill our mission and further our exempt purposes. STARS will obtain any required permits or permissions from the respective governments of any country we may operate in as required by law.

This includes complying with the sanctions, embargoes and other restrictions imposed by the United States government to such countries. We may work closely with other non-profit and non-governmental organizations who are active participants in the same field. This will allow us to further our exempt status by providing the services and aid in a timely and effective manner.

If STARS operates in a foreign country, STARS will check the OFAC List of Specially Designated Nationals and Blocked Persons for names of individuals and entities with whom we are dealing with to determine if they are on the list and perform a combination of practices listed in Article 14.04 to ensure foreign expenditures or grants are not diverted to support terrorism or other non-charitable activities.

STARS is not a sponsoring organization that maintains donor advised funds.

STARS will not operate a school.

The principle purpose or function of STARS is not to provide hospital or medical care.

STARS will not provide low-income housing.

13.05 Fundraising Policy

STARS will engage in the following methods of fundraising:

- Website, mail, email, personal, and/or phone solicitations
- Foundation grant solicitations
- Government grant solicitations
- Other (non-bingo) gaming activities

We will not operate Bingo but will utilize raffle games in our annual banquet fundraisers or at times on the corporation's website. An example of this activity would be offering 50/50 raffle games at our fundraising banquets and auctions. The participants will buy tickets of low value (e.g. \$1) and with each ticket; they would have one chance of winning half of the pot at the end of the event. The other half of the pot will go towards the fundraising goal. Participants will generally donate their winnings back to the pot to be used toward the event's goal. Another example of games would be holding contests on our website to raise awareness for our mission. One type of contest would require the participants to write an essay regarding research and crystallography to have a chance of winning a prize (e.g. \$25 card to a sponsoring restaurant) at the end of the contest. There will be no compensation of any sort for volunteers who carry on or help with these activities and all income and expenses will be documented as they occur.

Another possible fundraising activity we can do is by creating educational, scientific, and crystallography-related videos and post them on YouTube or other social media platforms. Any ad revenue or fundraiser support obtained through such online media can be used as funds to further the STARS charitable, educational, and scientific tax-exempt purposes.

13.06 Compensation Policy

STARS will not be compensating officers, directors, or trustees, and we will not be having highest compensated independent contractors for their position in the organization; most of the work is voluntary.

STARS will not compensate any of our officers, directors, trustees, highest compensated employees and highest compensated independent contractors through non-fixed payments; most of the work is on a volunteer basis.

STARS will not purchase or sell any goods, services, or assets from or to those officers and others.

STARS will not have any leases, contracts, loans, or other agreements with those officers and others.

STARS will not contract with another organization to develop, build, market or finance the facilities of STARS. Our nonprofit strategy is to build up student leaders and, for the most part, leverage the facilities that the students have access to at their school/university.

No one other than STARS employees, board members, volunteers, branch officers, or STARS members manage STARS activities and facilities. No one outside of the organization have significant managing control over items for the organization.

STARS does not participate and will not enter any joint ventures, such as partnerships or limited liability companies treated as partnerships, where STARS could share profits and losses with partners.

ARTICLE XIV

DISTRIBUTIONS TO OTHER ORGANIZATIONS AND STARS BRANCHES

14.01 Activities that are not generally practiced

STARS will generally not make grants, loans, or other distributions to other organizations.

14.02 Distributions to other organizations

Any grants or distributions to other domestic or foreign organizations with or without 501(c)(3) status must only be made for the furtherance of STARS charitable, educational, and scientific tax-exempt purposes and will be documented with copies of receipts, letters or other relevant documents. Any distribution would have to be approved by the board of directors. Recipient organizations must be properly vetted, and STARS grants and distributions to them will be documented. STARS will retain a profile on the organization, including the organization's name, its mission, any political or criminal backgrounds, its STARS grant/distribution application materials, the approved budget, and the event report, etc. Any decisions regarding a relationship between STARS and a recipient organization must be conducted free of conflict-of-interest.

14.03 Pre-grant inquiries

When considering providing distributions to another organization, STARS will consider the tax-exempt status and the financial standing of the recipient. STARS will also consider the following:

- The recipient's name in English, in the language of origin, and any acronym or other names used to identify the recipient;
- The jurisdictions in which the recipient maintains a physical presence;
- Any reasonably available historical information about the recipient that assures us of the recipient's identity and integrity;
- The available postal, email and website addresses and phone number of each place of business of the recipient;
- A statement of the principal purpose of the recipient, including a detailed report of the recipient's project and goals;
- Copies of any public filings or releases made by the recipient, including the most recent official registry documents, annual reports, and annual filings with the pertinent government, as applicable; and
- The recipient's sources of income, such as official grants, private endowments, and commercial activities.

14.04 Post-grant auditing and reviewing

After approving a grant/support inquiry to another organization or a STARS branch, STARS maintains control of any funds contributed to any organization or STARS operation and will comply with all applicable laws and guidelines. STARS will also, at the discretion of the board, conduct the below to ensure funds are used appropriately:

- Conducting a reasonable search of publicly available information to determine whether the recipient is suspected of activity relating to terrorism, including terrorist financing or other support;
- Assuring that recipients do not appear on OFAC's master list of Specially Designated Nationals (the "SDN List"), maintained on OFAC's website at www.treas.gov and are not otherwise subject to OFAC sanctions;
- With respect to key employees, members of the governing board, or other senior management at the recipient's principal place of business, and for key employees at the

recipient's other business locations, we will, to the extent reasonable, obtain the full name in English, in the language of origin, and any acronym or other name used; nationality; citizenship; current country of residence; and place of date of birth;

- As a pre-condition to the issuance of a charitable contribution, we will require the recipient to certify that they are in compliance with all laws, statutes, and regulations restricting U.S. persons from dealing with any individuals, entities, or groups subject to OFAC sanctions;
- We will request periodic reports by the foreign organization(s) with detailed documentation on how the funds have been used. We will also make clear that we can audit their locations of operation at any time with impartial experts to ensure that their operations that we support are aligned with our charitable tax exempt purposes.

14.05 Conflict of Interest

If STARS will, by the board of directors, decide on having a relationship with a recipient organization, whether foreign or domestic, for the purposes of STARS' charitable tax exempt purposes, it must be free of any conflict-of-interest. This will be established by removing any STARS board members or key personnel who are "interested persons" from any decision-making on the nature of STARS' relationships with the recipient organization(s).

14.06 Compliance

STARS will comply with all US Statutes, executive orders, and regulations that restrict or prohibit US persons from engaging in transactions and dealings with designated countries, entities, or individuals, or otherwise engaging in activities in violation of economic sanctions administered by OFAC.

STARS will acquire from OFAC the appropriate license and registration where necessary.

ARTICLE XV **AMENDMENT OF ARTICLES OF INCORPORATION**

15.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the board of directors.

ARTICLE XVI **AMENDMENT OF BYLAWS**

16.01 Amendment

Any amendment to the Bylaws may be adopted by approval of two-thirds (2/3) of the board of directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Structural Nucleic Acid Anticancer Research Society, Inc. was approved by the Structural Nucleic Acid Anticancer Research Society, Inc. board of directors on July 23rd, 2025, and constitute a complete copy of the Bylaws of the corporation.



Gurnoor Hayer, Secretary Director

Date: 08/03/25