

American Samoa Community Cancer Coalition

Bylaws



The American Samoa Community Cancer Coalition Bylaws

AMERICAN SAMOA COMMUNITY CANCER COALITION (ASCCC)

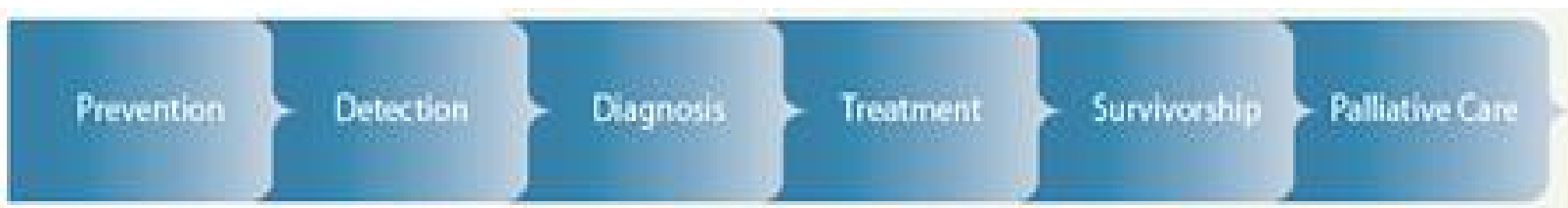
The American Samoa Community Cancer Coalition (ASCCC) is a network of individuals and organizations that provides island-wide leadership and coordination, and serves as a catalyst for cancer prevention and control activities throughout the territory of American Samoa. The coalition's decisions mirror its Guiding Principles (Attachment A).

MISSION

Helping the people of American Samoa fight Cancer

GOALS

- Support the efforts within in the community regarding the cancer care continuum.



OBJECTIVES

- With the assistance of the Board of Directors and specific work groups, the American Samoa Community Cancer Coalition (ASCCC) develops, implements, and evaluates a comprehensive cancer control plan to reduce incidence, mortality, and morbidity from cancer in American Samoa.
- Increase the support of policies that enable cancer prevention and control to improve the health and environment on American Samoa.
- Warrant programs and activities to eliminate disparities in cancer incidence and mortality in American Samoa.

MEMBERSHIP (Amended)

1. Eligibility: The American Samoa Community Cancer Coalition (ASCCC) is comprised of a diverse group of key stakeholders, is inclusive, and open to all interested individuals and organizations committed to reducing the impact of cancer in American Samoa. Membership is by completion of the Membership Form that will be made available on the ASCCC website and at ASCCC general quarterly meetings.

Applicants who are less than 18 years of age must have an adult sponsor present for participation in coalition meetings, activities and projects.

2. Term: No term limit for ASCCC members.
3. Voting:
 - One vote per each ASCCC member present, no proxy or absentee vote.
 - The quorum is the members present at an officially called meeting.
 - Decisions will be made by consensus and, if consensus cannot be reached, by a majority of those present using Roberts Rules of Order.
4. Roles and Responsibilities:
 - Provide a forum for collaboration, communication, coordination and sharing of resources to reduce the burden of cancer in American Samoa.
 - Support the Mission, Vision, Purpose, Overarching Goals, and Guiding Principles of the American Samoa Comprehensive Cancer Control (CCC) Plan.
 - Actively participate in ASCCC activities and meetings.
 - Communicate their organization's viewpoints to ASCCC and inform their organization of ASCCC decisions and activities.
 - Retain the right to resign membership at any time.
 - Support efforts to implement and evaluate the statewide CCC Plan.
 - Agree to disagree and yield to support the decision.
5. Removal: At the discretion of the Board of Directors, with a majority vote, a member shall be removed from membership status in the ASCCC should there be a breach of ethical or moral conduct based on the Mission, Vision, and Purpose of the ASCCC.
6. Meetings: The ASCCC will meet on a quarterly basis. Notice of meetings and draft agendas will be provided to ASCCC members at least 10 days prior to the meetings using methods that can reach all members in a timely fashion. The final agenda will be distributed no later than seven days prior to the meeting.

MEETINGS

The ASCCC will meet on a quarterly basis. Notice of meetings (date, time frame, and location) will be provided to all members well in advance.

SPECIAL MEETINGS

Special meetings may be called at any time by the Chairman, or the Board of Directors. At any time, upon written request of any person or persons who have duly called a special meeting, it shall be the duty of the Secretary to fix the date of the meeting, to be held not more than (30) days after receipt of the request, and to give due notice thereof. If the Secretary shall neglect or effuse to fix the date of the meeting and give notice thereof, the person or persons calling the meeting may do so.

BOARD OF DIRECTORS

The ASCCC Board of Directors will act on behalf of the ASCCC making decisions to guide the ASCCC to accomplish its mission and will assist with creating the agenda, guiding discussion and direction of the ASCCC. The Board of Directors will ensure timely action on issues that arise between meetings of the ASCCC.

CHAIRMAN

The ASCCC will have a Chairman who will serve a one year term and will have no limits on the amount of terms that they can serve. The Chairman will be elected by ASCCC members with guidance from the ASCCC Board of Directors. The nomination committee will present a list of nominees to the ASCCC for a vote.

Chair Responsibilities

- Carry out the leadership responsibility of ASCCC
- Serve as the spokesperson of ASCCC
- Sign official documents of the ASCCC
- Convene and preside over ASCCC general meetings and assign coalition members to oversee committee meetings;
- Assist with setting the ASCCC agenda items and meeting priorities;
- Promote collaboration, encourage, shared responsibility, share ideas, and recommendations, be open to diverse points of view;
- Ensure that the American Samoa Comprehensive Cancer Control Plan is reviewed and correlates with ASCCC activities.

VICE-CHAIRMAN

The ASCCC will have a Vice Chairman who will serve a one year term and will have no limits on the amount of terms that he/she can serve. The Vice Chairman will be elected by ASCCC members with guidance from the ASCCC Board of Directors.

Vice-Chair Responsibilities

- Represent the chair in his/her absence with the above responsibilities.

SECRETARY

The ASCCC will have a Secretary who will serve a one year term and have no limits on the amount of terms that they can serve. The Secretary will be elected by ASCCC members with guidance from the ASCCC Board of Directors.

Secretary Responsibilities

- Shall attend all sessions of the Board of Directors act as clerk thereof;
- Record all the votes of the ASCCC and the minutes of all its transactions in a book to be kept for that purpose;

- Shall perform like duties for all committees of the Board of Directors when required;
- Give, or cause to be given notice of all meetings of the Board of Directors;
- Shall perform such other duties as may be prescribed by the Board of Directors or Chairman, and under whose supervision he/she shall be.
- Shall be responsible for maintaining the Bylaws of the ASCCC.

TREASURER

The ASCCC will have a Treasurer who will serve a one year term and have no limits on the amount of terms that they can serve. The Treasurer will be elected by ASCCC members with guidance from the ASCCC Board of Directors.

Treasurer Responsibilities

- Shall have custody of funds of the fundraising activities for ASCCC;
- Shall keep full and accurate accounts of receipts and disbursement in books belonging to the ASCCC;
- Shall keep the moneys of the ASCCC in a separate account to the credit of the Coalition.
- Disburse the funds of the ASCCC as may be ordered by the Board;
- Taking proper vouchers for such disbursements;
- Shall render to the Chairman and the Board of Directors, at the regular meetings of the Board, or whenever they may require it, an account of all his/her transactions as Treasurer and of the financial condition of the corporation.

MEMBERS

The Board of Directors will have three (3) members who serve a one year term and have no limits on the amount of terms that they can serve. The Members will be elected by ASCCC members with guidance from the ASCCC Board of Directors.

Member Responsibilities

- Attend meetings of the Board of Directors
- Ensure that the American Samoa Comprehensive Cancer Control Plan is reviewed and correlates with ASCCC activities.
- Ensure that the activities of the Board of Directors follow the ASCCC guiding principles.

TERM OF OFFICE FOR ASCCC BOARD OF DIRECTORS

All officers will serve a one-year term beginning the fall (Annually). There is no limit on the number of terms an officer can serve. Any Board of Director Officer elected or appointed by the Coalition may be removed by the Board of Directors whenever in its judgment the best interest of the ASCCC will be served thereby.

RESIGNATIONS

Any Board of Director Officer may resign at anytime, such resignation to be in writing, and to take effect from the time of its receipt by the ASCCC, unless some time be fixed in the resignation and then from that date. The acceptance of a resignation shall not be required to make it effective.

VACANCIES

- Any vacancy occurring in any office of the ASCCC by death, resignation, and removal or otherwise shall be filled by the Board of Directors.
- Resignations Effective at Future Date: When one or more directors shall resign from the Board, effective at a future date, a majority of the directors then in office, including those who have so resigned, shall have power to fill such vacancy or vacancies, the vote thereon to take effect when such resignation or resignations shall become effective.

VOTING

Motions before the ASCCC Board of Directors will be decided by majority vote and a quorum is established by five board members.

In the event that there is not a quorum a sub-quorum could be formed to make the required decisions requiring half of a quorum (3 members).

If a ASCCC Board member is not able to attend a scheduled meeting, that member is allowed to vote by proxy.

Motions before the ASCCC will be decided by majority vote and a quorum is established by eight members.

AMENDMENTS TO ASCCC BYLAWS

The bylaws may be amended or revised at any regular meeting of the full ASCCC provided that all members of the coalition are informed in writing of the proposed revisions one (1) month prior to the meeting. Regular voting procedures apply.

Guiding Principles: Principles were identified to guide and direct the planning process and the content of the plan. These principles include important directives such as:

- Decision-making will be driven by the best available data.
- Data will be used to identify disparities in the cancer burden among American Samoa residents and plans made to reduce those disparities.
- Coordination and collaboration will be essential to achieving the goals of this plan and assuring implementation.
- Seek equal access by all people in American Samoa to cancer services.

The territorial cancer plan will identify existing efforts and strive not to duplicate those efforts but rather where appropriate, build, enhance, and expand them for the benefit of all citizens in American Samoa.