

**American Samoa
Community Cancer
Coalition**

Bylaws



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Section 1. 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).

Section 2. MISSION

Helping the people of American Samoa fight and reduce the burden of cancer through community-based advocacy, prevention, and support for comfort.

Section 3. Vision

A cancer free American Samoa

Section 4. GOALS

Goal development process:.



Section 5. 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 strategic plan to reduce the burden of cancer in American Samoa.

Section 6. 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 established by completion of the Membership Form that will be made

available on the ASCCC website and at ASCCC general 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 ASCCC's Strategic 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 ASCCC's Strategic 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.

Section 7. GENERAL MEMBERSHIP MEETINGS

The ASCCC general membership will meet annually during the first quarter of the year and at a time determined by the Board of Directors. 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.

Section 8. 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.

Section 9. 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.

Section 10. 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 ASCCC's Strategic Plan is reviewed and correlates with ASCCC activities.

Section 11. 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.
- Act as Chairperson of the Fundraising Committee

Section 12. 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 notes 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.
Shall provide notifications of board and general meetings.

Section 13. 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

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.

Section 14. MEMBERS

The Board of Directors will have at least 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 Strategic Plan is reviewed and correlates with ASCCC activities.
Ensure that the activities of the Board of Directors follow the ASCCC mission, vision, goals, objectives and principles.

Section 15. Honorary Board Member

The general membership shall appoint an Honorary Board Member. This person is willing to show their support for the mission, vision, goals, objectives and objectives of the ASCCC and will be invited to join all board meetings. The term is indefinite but an Honorary Board Member may be elected to or removed from the Board by a properly-conducted Board vote.

Section 16. Special Projects Coordinator

The Board of Directors may appoint a Special Projects Coordinator, who shall be the operating officer and, subject to the control of the Board, shall have general charge and supervision of the day-to-day business operations. The Special Projects Coordinator shall be an ex-officio, non-voting member of the Board and perform such other duties as may be assigned by the Board.

Section 17. TERM OF OFFICE FOR ASCCC BOARD OF DIRECTORS

All officers will serve a one-year term beginning after the general meeting. 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.

Section 18. 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.

Section 19. 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.

Section 20. VOTING

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

If an 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.

Section 21. Board Meetings

There will be four (4) regularly scheduled board meetings per year. The meeting dates are to be scheduled quarterly at a time deemed by the Chairperson.

Section 22. Attendance

Board members are required to attend 3 out of 4 Board meetings and all Special Meetings. Those members who are not in compliance will have their Board position deemed as vacated and rules in section 17 will be applied to fill the position.

Section 23. 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.