



# TENNESSEE CANCER COALITION

prevention · early detection · treatment · survivorship

## Member Bylaws

***TC2 Bylaws have been edited, modified, and approved as of June 28, 2023.***

***Previous editions of the TC2 Bylaws are kept for historic purposes by TCCCP. Copies can be made available upon request. This edition supersedes all editions bearing a previous date.***

# TENNESSEE CANCER COALITION BY-LAWS

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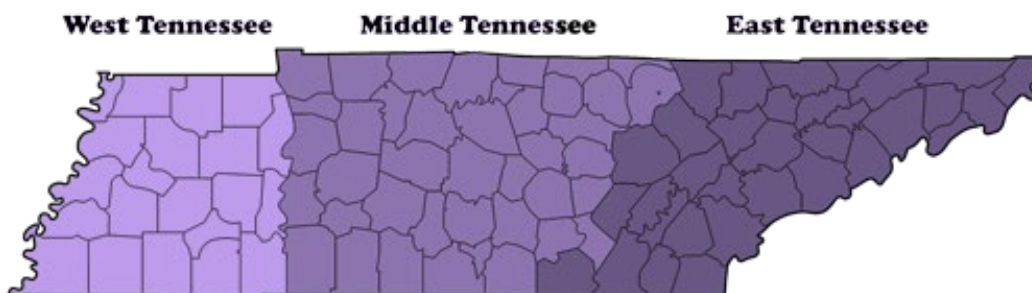
## Article 1. NAME AND GEOGRAPHICAL AREA

### Section 1: Name

- a. The name of this organization shall be the Tennessee Cancer Coalition, hereafter referenced as TC2.

### Section 2: Geographical Area

- a. TC2 shall serve the state of Tennessee in its entirety.
- b. The state of Tennessee will be divided into three (3) regions as follows:
  1. West
  2. Middle
  3. East



## Article 2. MISSION STATEMENT AND PURPOSE

### Section 1: Mission Statement

*To measurably reduce the burden and impact of cancer for Tennesseans through prevention, early detection, treatment, and survivorship.*

### Section 2: Vision

*To be progressive leaders working together to create healthier communities in Tennessee.*

### **Article 3: GUIDING PRINCIPLES**

- a. We value our coalition members and believe that together we accomplish more than we can alone.
- b. We support data-driven, evidence-based approaches when addressing cancer control across the continuum.
- c. We believe that patients and their families must be empowered to make decisions based upon information presented in a manner that is easily understood.
- d. We are collectively accountable for the development, implementation, and success of the State of Tennessee Cancer Plan (STCP).

### **Article 4. COALITION STRUCTURE**

#### **Section 1: TC2 Membership**

- a. Membership is open to all interested persons that commit to working collectively toward the mission, vision, purpose, and function of TC2.
- b. Interested persons must complete the most recent new membership form. This may be obtained from TC2 program managers or their regional Executive Committee.
- c. Membership within TC2 shall include enrollment in the appropriate regional coalition based on the member's geographical area (Article 1. NAME AND GEOGRAPHICAL AREA).
- d. Member designation:
  1. Active members are those coalition members who have established voting rights (Article 7. VOTING RIGHTS AND CONDUCTING BUSINESS).
  2. Inactive members are those coalition members who have not established voting rights.
  3. Supporting members are those coalition members who have not established voting rights, but who would like to remain informed of the ongoing progress and updates of the coalition.

#### **Section 2: Membership Responsibilities**

- a. Regularly attend regional meetings via virtual connection (i.e., Webex, Teams, conference line) or in person when applicable.
- b. Act in a professional and ethical manner always.

- c. Collaborate in regional activities with TC2 members outside of your organization.
- d. Participate in the development, review, and revision of the TC2 Strategic Plan, Tennessee State Cancer Plan, and Bylaws.
- e. Contribute to meeting the TC2 mission, vision, purpose, and function.
- f. Provide feedback to TC2 via meetings, surveys, or other avenues.
- g. Participate in resource development with TC2 members to identify availability and gaps in coverage.
- h. Vote on issues brought to TC2 members, if eligible (Article 7. VOTING RIGHTS AND CONDUCTING BUSINESS).
- i. Participate in special work groups as requested by TC2 Regional Executive Committee. The special work groups may exist and function on a temporary or long-term basis (Article 8. SPECIAL WORK GROUPS).

### **Section 3: Membership Roster**

- a. A roster of TC2 members will be maintained and updated each quarter by Regional Chairpersons. The roster will include the representative's name, organization, and contact information at minimum.
- b. The roster will be used to publish a TC2 member directory across the statewide roster quarterly.

## **Article 5. LEADERSHIP AND GOVERNANCE STRUCTURE**

### **Section 1: TC2 Leadership**

- a. TC2 Executive Committee (EC) is defined as the Chair, Vice-Chair, Secretary, Commission on Cancer State Chair, and Tennessee Comprehensive Cancer Control Program Manager(s). Where applicable, an additional role for a Survivor Advocate is desired.
- b. Each region shall have its own Executive Committee. All regional Executive Committees shall convene annually to build statewide collaboration and partnership.

## Section 2: Executive Committee (EC)

- a. All members of the TC2 Executive Committee are voting members when votes are required.
  1. Tennessee Comprehensive Cancer Control Program members will collectively have one (1) vote regardless of the number of representatives.
- b. The Executive Committee shall convene at least bimonthly or as called by the Chair. Bimonthly meetings may be by phone, virtual, email, or in person.
- c. A quorum shall consist of the full number of Executive Committee members or no less than three (3) members, including the collective vote of the Program Manager(s).
- d. The duty of the Executive Committee shall be to monitor TC2 regional development and maintenance, as well as take necessary action with respect to the TC2 Bylaws.
- e. The Executive Committee will assist in the planning and facilitation of an annual statewide meeting of the full TC2. Meetings may be virtual or in person.
- f. Executive Committee Chairperson Terms:
  1. No officer shall serve for more than two (2) consecutive one (1)-year terms.
    - i. The role of Chair shall serve no more than a two (2)- year term; one (1) year as the Vice-Chair and one (1) year as the Chair.
    - ii. The role of Vice-Chair shall serve no more than a two (2)-year term; one (1) year as the Vice-Chair and one (1) year as Chair upon vacancy.
    - iii. The role of Secretary shall serve no more than a two (2)-year term without a nomination process or disapproval voting. The Secretary may be re-elected for an additional term at the end of the first year contingent upon member approval.
    - iv. Survivor Advocates shall serve no more than a two (2)-year term without a nomination process or disapproval voting. Survivor Advocates may be re-elected for an additional two (2)-year term at the end of the second year contingent upon member approval.
  2. Officers shall be elected by a disapproval voting system.
    - i. One (1) nominee will be identified and accept the position for each open office. If an active TC2 member does not approve of the candidate they must submit an email to the Executive Committee within ten (10) business days following the announcement that provides reasons for disapproval. The Executive Committee will convene within seven (7) business days of disapproval receipt to review and determine the best course of action.
  3. Newly elected officers will begin the term of office on July 1. Positions shall follow the programmatic year (June 30-July 1).

4. Elected officers will not be compensated for services rendered.
  
5. Vacancies
  - i. A vacancy in any office, because of death, resignation, removal, or otherwise may be filled by qualified, active TC2 members for the unexpired portion of the term.
  - ii. The member will be elected by a disapproval voting system.
  - iii. Any unexpired portion served due to vacancy shall not be classified as a regularly nominated term limit.
  
6. Removal of an Elected or Appointed Officer
  - i. Any officer elected or appointed by TC2 may be removed based on the best interests of the coalition. However, members must try to resolve the issues before removal of an elected officer.
  - ii. Removal of a TC2-elected or -appointed officer shall require a 2/3 vote of the roster within the impacted region.
  - iii. In the event of an officer resignation, written documentation shall be provided by the officer to be kept within TC2 records.
  
- g. Executive Committee Chairperson Responsibilities
  - a. Executive Committee Chair
    - i. Coordinates and facilitates Executive Committee meetings including, but not limited to, establishing a convenient date and time, securing the venue and/or virtual connection (Webex, Zoom, Teams, etc.), creating the agenda, and sending the meeting invitation.
    - ii. Communicates effectively with members to promote collaboration, negotiation, and problem solving.
    - iii. Continually broadens expertise in comprehensive cancer control via literature/resource reviews to identify best practices for the coalition.
    - iv. Recruits and maintains a diverse coalition membership with state and regional partners.
    - v. Serves as the official spokesperson for their region.
    - vi. Assists coalition members in conducting annual strategic planning and guides the regional coalition to develop a comprehensive action plan based on needs-assessment and the Tennessee State Cancer Plan.
    - vii. Partners with Tennessee Cancer Control Program staff on all matters relating to TC2.
    - viii. Reports and presents TC2 progress and program findings through publications and presentations at meetings/conferences.
    - ix. Attends ninety (90) percent of all Executive Committee meetings and scheduled TC2 meetings.



- b. Executive Committee Vice-Chair
  - i. Carries out the duties of the Chair in their absence.
  - ii. Assumes the duties of the Chair if the office is vacated through the remainder of the term.
  - iii. Assumes the position of Chair at the end of their one (1)- year term as Vice-Chair.
  - iv. Carries out other duties as delegated by the Chair.
  - v. Partners with Tennessee Cancer Control Program staff on all matters relating to TC2.
  - vi. Attends ninety (90) percent of all Executive Committee meetings and scheduled TC2 meetings.
  
- c. Executive Committee Secretary
  - i. Provides appropriate notices with respect to meetings of the Executive Committee.
  - ii. Writes Executive Committee meeting minutes and submits for approval.
  - iii. Writes all TC2 meeting minutes in the region in which they serve and submits for approval.
  - iv. In the absence of the Chair and Vice Chair, the Secretary will perform the duties of Chair.
  
- d. Commission on Cancer State Chair
  - i. Serves as representative of the Commission on Cancer (CoC) by providing leadership and support to CoC-accredited programs and Cancer Liaison Physicians (CLPs) in their state or region.
  - ii. Serves as a collaborator, innovator, and expert working with cancer programs, cancer professionals, the American Cancer Society and the Tennessee Comprehensive Cancer Control Program to improve the quality of cancer care.
  
- e. Executive Committee Survivor Advocate
  - i. Acts as the liaison between regional coalitions and the state of Tennessee's community of survivors.
  - ii. Considers others' points of view, makes constructive suggestions, and helps the full coalition make decisions that benefit Tennesseans.
  - iii. Supports the ongoing process of recruiting new coalition members and community partners, with an emphasis on survivor outreach.
  
- f. Tennessee Cancer Control Program (TCCCP) Manager(s)
  - i. Takes meeting minutes in the absence of the Executive Committee Secretary.
  - ii. Records the Executive Committee meeting minutes and makes them available within ten (10) business days.
  - iii. Maintains all meeting minutes on the Tennessee Department of Health SharePoint server for historic reference.

- iv. Attends ninety (90) percent of Executive Committee meetings and scheduled TC2 meetings per year. If unable to attend, they must notify the Executive Committee Chair at least twenty-four (24) hours before the scheduled meeting to ensure minutes will be recorded.

## **Article 6. REGIONAL MEETINGS AND ATTENDANCE**

### **Section 1: Scheduling**

- a. The Regional Chair will schedule meetings on a quarterly basis, at a minimum.
- b. Written notices and agendas for all meetings will be sent to members via email at least five (5) business days in advance.

### **Section 2: Venue**

- a. Meetings will be held virtually to accommodate members in various areas within the region and state.
- b. If a region opts to facilitate an in-person meeting, the meeting should be held in a central location and offered as a virtual hybrid meeting to accommodate members in various areas within the region and state.

### **Section 3: Attendance**

- a. Meetings may be attended in person or virtual connection (i.e., Teams, Zoom, Webex).
- b. Members shall notify the EC Secretary of their virtual attendance during scheduled TC2 meetings or sign the attendance sheet during applicable in-person meetings.
- c. A quorum shall consist of the full number of TC2 active members present, but in no event less than ten (10) percent of TC2 active members for the region.
- d. All meetings of TC2 shall be open to the public in accordance with the State Freedom of Information Act.

### **Section 4: Minutes**

- a. Minutes will be recorded by the regional EC Secretary for all meetings to be distributed to TC2 members within ten (10) business days.
- b. Minutes should be kept on file as required by state directives.
- c. Historical minutes will be passed, in totality, to the succeeding Vice-Chair and a copy shall be maintained on Tennessee Department of Health SharePoint server.

## **Article 7. VOTING RIGHTS AND CONDUCTING BUSINESS**

### **Section 1: Voting Eligibility**

- a. Voting is restricted to active TC2 members.
- b. An active TC2 member is defined as a member who has attended at least seventy-five (75) percent of scheduled meetings.

### **Section 2: Voting**

- a. Each active and EC member shall be entitled to one (1) vote on each matter submitted for a vote.
- b. A motion shall be considered passed by a simple majority vote. The most recent edition of Robert's Rules of Order shall govern the conduct of business in all cases where applicable and not in conflict with these bylaws. Other decision-making methods may be employed at the discretion of the Executive Committee.

## **Article 8. SPECIAL WORK GROUPS**

### **Section 1: Formation**

- a. TC2 members may propose the formation of a special work group to carry out the work of the coalition.
- b. A proposal must be submitted to the Executive Committee for review. The proposal should include, but is not limited to, the purpose, work plan, members/ stakeholders involved, applicable evidence-based intervention(s), sustainability, and work group region.
- c. The Executive Committee must approve all work groups with majority vote.
- d. A work group leader will be elected by a disapproval voting system within the work group members, with final approval from the Executive Committee (Article 5. LEADERSHIP AND GOVERNANCE STRUCTURE, Section 3).

### **Section 2: Membership**

- a. Membership on work groups, other than the EC, is open to all members of TC2.
- b. Membership of each work group should include at least one (1) EC member.

### **Section 3: Work Group Expectations**

- a. Work group leader responsibilities
  - i. Collaborates and communicates regularly with the Executive Committee and regional officer.
  - ii. Submits meeting minutes within five (5) business days to TCCCP program staff, work group members, and EC.

- iii. Schedules meetings on a bi-monthly schedule that is conducive with the participating EC member schedule.
  - iv. Ensures work conducted aligns with the mission and vision of TC2 and the submitted work plan.
- b. Work group projects may be completed in one (1) year, but may be extended if deemed appropriate by the EC.

#### **Article 9. ROLE OF THE TENNESSEE COMPREHENSIVE CANCER CONTROL PROGRAM (TCCCP)**

- a. TCCCP staff will facilitate the revision of the Tennessee State Cancer Plan every four (4) years.
- b. TCCCP staff will partner with TC2 regional coalitions to implement the Tennessee State Cancer Plan and work plan using evidence-based interventions.
- c. TCCCP staff will serve as a source of Technical Assistance (TA) for the effective operation of TC2 business.
- d. TCCCP will be responsible for maintenance of TC2 informational documents for incoming chairpersons and new members, monitoring and tracking TC2 member activities, maintaining historic documents on Share Point, and disseminating Tennessee Department of Health information and opportunities to members.

#### **Article 10. SOCIAL MEDIA**

##### **Section 1: Definition**

- a. Any online, electronic, or internet media, tools, communities, and spaces for social interaction for sharing user generated content or public/semi-public communication. Including, but not limited to, forums, blogs, microblogs, online profiles, wikis, podcasts, photography, video, email, text, instant messaging, music-sharing, and chat. Sample sites include LinkedIn, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest.

##### **Section 2: Engagement and Representation**

- a. Active engagement with and sharing content posted by TC2-branded accounts is encouraged.
- b. TC2 members are allowed to associate themselves with the coalition when posting, but they must clearly brand their online posts as personal and purely their own unless the messaging has been previously approved by the Executive Committee.

- c. Principles of integrity, professionalism, privacy, and impartiality should be observed by TC2 members. Harassing, threatening, discrimination, or disparaging any individuals through social media will not be tolerated and are grounds for immediate revocation of TC2 membership.

### **Section 3: Branding**

- a. Approved graphic:



- b. Usage:
  - i. Never use the design on a similarly colored background.
  - ii. Do not change spacing, alignment, or relative locations of the design elements.
  - iii. Do not change the proportions or aspects of the design elements or the design itself. You may resize, but do not stretch the graphic or distort it from the original appearance.
  - iv. Do not add graphics, insert words, or modify the design elements of the approved graphic.
  - v. Logo file is made available to Regional Chairs and Vice-Chairs and individuals per request to the Executive Committee.

## **Article 11. REVIEWING AND AMENDING THE BYLAWS**

### **Section 1: Timeframe**

- a. Bylaws shall be reviewed annually by TCCCP staff and the EC.

### **Section 2: Amendments**

- a. Any proposed amendments to these Bylaws shall be presented in writing to the EC. The EC will consider each suggestion within forty-five (45) days of its receipt and a quorum will be called.
- b. Draft bylaw changes shall be approved by the EC and circulated to TC2 members for additional suggestions.
- c. Bylaws may then be amended by a simple majority vote.

**Article 12. CONFLICT OF INTEREST**

- a. Any member who stands to derive personal or financial gain from any matter shall fully disclose the nature of the conflict.

**Article 13. DISSOLUTION**

- a. TC2 may be dissolved only with authorization by the unanimous vote from EC given at a special meeting called and with subsequent approval by a two-thirds (2/3) vote of the active members.