

# **UTAH CANCER ACTION NETWORK (UCAN) BYLAWS**

## **ARTICLE I - NAME**

The name of this Coalition is the Utah Cancer Action Network (UCAN).

## **ARTICLE II - AUTHORITY**

The Utah Cancer Action Network (UCAN) operates under all of the provisions of its Bylaws together with all amendments to the Bylaws.

## **ARTICLE III - PURPOSE**

### **PURPOSE:**

The purpose of UCAN is to reduce the burden of cancer in Utah by bringing together a diverse group of stakeholders to develop, implement, and evaluate the Utah Comprehensive Cancer Prevention and Control Plan (State Cancer Plan).

### **MISSION:**

Reduce cancer incidence and mortality through prevention and control, advocacy, partnerships, and survivorship. Utilizing the Utah Comprehensive Cancer Prevention and Control Plan, UCAN will work to address the unequal burden of poor health outcomes by identifying and eliminating barriers to health equity.

### **VISION:**

No Utahn will suffer unduly from cancer.

### **GUIDING PRINCIPLES:**

- We value our coalition partners and believe that through collaboration we accomplish more than we can alone in the reduction of the burden of cancer in Utah.
- We support data-driven and evidence-based approaches when addressing cancer control across the cancer continuum.
- We value reaching out to and engaging all Utahns.
- We believe that patients and their families must be empowered to make decisions based on information presented and in a manner they can understand.
- We support equal access to cancer services for all Utahns.
- We support the elimination of fragmented care for cancer patients.
- We support efforts to more effectively and equitably use public and private resources to continuously, transparently, and measurably decrease suffering from cancer.
- We believe in reducing the burden of cancer through evidence-based approaches addressing public policies, organizational systems, and changes to the environment.
- We are collectively accountable for the implementation and success of Utah's Comprehensive Cancer Prevention and Control Plan (State Cancer Plan).

- We believe that moving Utah’s Comprehensive Cancer Prevention and Control Plan to action will require robust, visionary leadership, broad-based commitment, and sound stewardship of resources.
- We support open discussions in which individuals show respect for one another.

**ROLES AND RESPONSIBILITIES OF UCAN:**

UCAN shall have the following functions:

- A. Develop, implement, and evaluate a comprehensive plan to reduce cancer morbidity and mortality in Utah, which shall include the following:
  - a. An analysis of the burden of cancer in Utah and the progress made toward reducing cancer morbidity and mortality.
  - b. The identification of priorities for cancer prevention, detection, treatment, rehabilitation, and/or palliation.
  - c. Recommended evidence-based strategies to implement cancer control priorities, and remove barriers to screening, diagnosis, and treatment.
  - d. The identification of areas that need evaluation and/or research related to the development and delivery of effective cancer prevention and control efforts.
- B. Bring together representatives from the public and private sectors, as well as the community, to address the problems of cancer in Utah.
- C. Work to secure appropriate funding and broad-based community support for strategies that have a positive effect on the morbidity and mortality of cancer in Utah.
- D. Identify opportunities and mechanisms for information exchange and coalition building.
- E. Make referrals for those parties interested in addressing cancer control issues beyond the mission of UCAN.

**ARTICLE IV - MEMBERSHIP**

**Section 1** Membership is open to any organization or individual who is interested in reducing the burden of cancer in Utah and meets all membership requirements.

**Section 2** UCAN membership is achieved by completing the UCAN Join Form on [www.ucan.cc](http://www.ucan.cc).

**Section 3** UCAN membership shall not be denied because of race, religion, gender, sexual orientation, national origin, disability, or political affiliation.

- Section 4** To be considered an active member with full membership rights and responsibilities, each member is expected to do the following:
- A. Attendance at 75% of UCAN General meetings within a calendar year.
- Section 5** Only active members are eligible to serve on the Executive Committee.
- Section 6** Members maintain the right to resign their membership at any time.
- Section 7** The Executive Committee may divest any member of their UCAN membership if determined they are working against UCAN’s mission, vision, or guiding principles.

## **ARTICLE V – EXECUTIVE COMMITTEE**

- Section 1** The UCAN Executive Committee consists of the Administrative Team and the appointed Sub-Committee Chairs.
- Section 2** The Administrative Team consists of the UCCCP Representative(s), Co-chairs, At-Large Members. The Administrative Team is responsible for providing technical assistance to Sub-Committees as needed, ensuring the Executive Committee is functional, and the ensuring the coalition is following terms laid out in these bylaws.
- Section 3** The Executive Committee manages the affairs of UCAN.
- Section 4** The Executive Committee shall be responsible for establishing the process for determining the priorities for cancer prevention and control to be addressed by UCAN.
- Section 5** The Executive Committee shall be responsible for appointing or reconvening ad hoc committees, as needed, to provide advice on priority cancer sites or issues. Ad hoc committee membership must include a UCAN member but is not limited to UCAN members.
- Section 6** The Administrative Team meets monthly and the Executive Committee meets quarterly. The meeting may be conducted by conference call or by other electronic methods if needed. Special meetings of the Executive Committee may be called by the Co-chairs or three (3) members of the Executive Committee. Each Executive Committee member will be given written, verbal, or electronic media notice of the time, place, and purpose of each meeting.
- Section 7** A simple majority of Executive Committee members shall constitute a quorum for the transaction of business. A vote by verbal, written, or electronic media may be

taken when necessary. Each Executive Committee member organization is entitled to one vote. Proxy voting is not permitted.

**Section 8** All Executive Committee meetings are open to members. If a member has an agenda item they want the Executive Committee to consider, the member shall be responsible to inform the Co-chairs in written or electronic form at least seven days prior to the meeting. Once the member informs the Co-chairs of the item, and the Co-chairs places it on the agenda for the next meeting. The Executive Committee meeting dates and times shall be communicated to members who have submitted specific concerns or agenda items.

- Section 9**
- A. All Executive Committee members are expected to attend 75% of all Executive Committee meetings.
  - B. Any Executive Committee member may resign at any time by giving written notice to the Co-chairs.
  - C. The Executive Committee may call a special meeting for removal of appointed or elected officers deemed to not be fulfilling the duties of the office or operating according to UCAN's mission, vision, or guiding principles. Written notice of this meeting shall be given to the membership. Simple majority vote by voting members present will decide the outcome.

#### **ELECTED OFFICERS:**

**Section 10** This organization may have paid Officers.

**Section 11** Elected Officers of UCAN shall consist of a Junior and Senior Co-chair.

**Section 12** Eligibility of Elected Officers:

- A. The Junior Co-chair shall be nominated annually and shall preferably have previous experience serving on the Executive Committee. The Co-chair position is a two-year appointment.
- B. Elected Officers assume their duties beginning January 1.

**Section 13** The duties of the Elected Officers are as follows:

- A. The Co-chairs are part of the Administrative Team of the Executive Committee. The primary role of the Co-chairs is to ensure the State Cancer Plan is being implemented. They do this by overseeing the work done by the Sub-Committees. The Co-chairs meets monthly with other members of the Administrative Team. The Co-chairs preside at all General Meetings of UCAN and the UCAN Executive Committee meetings.

## **APPOINTED OFFICERS:**

**Section 14** Appointed Officers of the Executive Committee are At-Large Members and Sub-Committee Chairs.

**Section 15** Eligibility of Appointed Officers:

- A. Appointed Officers are appointed by the Executive Committee.
- B. Appointed Officers assume their duties on January 1.
- C. The term of the Sub-Committee Chair is one year.
- D. In the event of an Appointed Officer vacancy, the Executive Committee may appoint a replacement to fulfill the position for the remainder of the term.

**Section 16** The duties of the Appointed Officers are as follows:

- A. Sub-Committee Chairs are responsible for ensuring the activities of the State Cancer Plan are implemented.
- B. At-Large Members are responsible for assigning working staff to attend and participate in the sub-committees as well as provide funding to the coalition each year. In addition, members at-large will be expected to represent the coalition, State Cancer Plan, annual conference, and advocacy priorities through their networks.

## **UTAH COMPREHENSIVE CANCER CONTROL PROGRAM REPRESENTATIVES:**

**Section 17** The UCCCP Representative(s) are members of the Utah Comprehensive Cancer Control Program (UCCCP) within the Utah Department of Health (UDOH).

**Section 18** Eligibility of UCCCP Representative(s):

- A. The UCCCP Representative(s) are standing positions with no term limits.
- B. Positions are assigned by UCCCP management.

**Section 19** The duties of the UCCCP Representative(s) are as follows:

- A. The UCCCP Representative(s) is/are responsible for ensuring the coalition has a defined purpose that meets the requirements of the National Comprehensive Cancer Control Program, oversees funding of UCAN projects, meetings,

conferences, and activities of the coalition, and acts as a liaison between the Centers for Disease Control and Prevention (CDC) and UCAN.

## **ARTICLE VI - ELECTIONS**

- Section 1** The Executive Committee prepares a slate of candidates to run for elected office. Candidates must be active members in good standing. A biographical sketch of each candidate's professional activities and services to UCAN accompany each ballot.
- Section 2** Election of officers shall be by electronic media ballot. Ballots setting forth the slate of nominees shall be sent by electronic media, sixty (60) days in advance of the Fourth Quarter General Membership Meeting by the Executive Committee, to each eligible voting member. Ballots shall be sent to the last recorded email address of each voting member's designated representative. Completed ballots must be returned within thirty (30) days of the notification date.
- Section 3** The ballot itself is anonymous to members of the Executive Committee. Voter eligibility must be verified before accepting a return ballot.
- Section 4** Each officer is elected by a simple majority of the votes cast. A tie vote will be decided by lot.

## **ARTICLE VII - MEETINGS**

- Section 1** Regular Executive Committee meetings and special Executive Committee meetings are held as detailed in Article V Section 5. The membership is notified of regular and special Executive Committee meetings by means of written or electronic communication.
- Section 2** General membership meetings are held four (4) times per year.

## **ARTICLE VIII – VOTING**

- Section 1** Each member organization is entitled to one vote. Each organization shall designate an official representative to vote on the behalf of the organization.
- A. In order for an organization to vote, 75% of UCAN members representing the organization must meet active membership requirements as outlined in Article IV, Section 4.

B. UCAN recognizes individual advocates, not represented by a member organization, who meet active membership requirements as outlined in Article IV, Section 4, and would be represented in voting matters by a designated voting member.

**Section 2** Each member organization must be present to vote except for the election of officials and amendments to bylaws.

**Section 3** Motions before UCAN, except on amendments to these bylaws and elections, shall be decided by a simple majority of the voting membership present or voting by mail. The Co-chairs decide which of these methods is used.

**Section 4** On any matter brought to a vote, a member with a conflict between the interests of UCAN and the member's organization shall be responsible to declare such conflict. The Co-chairs shall decide whether the member should vote on the issue about which the conflict has been declared.

## **ARTICLE IX – QUORUM**

**Section 1** A quorum shall consist of one-third of the voting member organizations of UCAN.

## **ARTICLE X – BYLAWS**

**Section 1** Members may submit bylaw changes to the UCAN Co-chairs who then takes proposals to the Executive Committee.

**Section 2** The Executive Committee shall review recommendations of changes to the Co-chairs and, if approved, submits the changes to members for modification of the bylaws.

**Section 3** At least ten (10) days notice is given to the membership of proposed changes prior to voting.

**Section 4** The Bylaws may be amended by two means:

A. At a meeting of the voting membership where a quorum is present and the vote passes by 60% of those voting. Bylaws take effect immediately upon approval.

B. By mail or electronic vote if a quorum responds and the vote passes by 60% of the votes received. Bylaws take effect immediately upon approval.

**Section 5** A petition by a two thirds (2/3) majority of voting members may place changes in bylaws for vote.

## **ARTICLE XI - USE OF ELECTRONIC COMMUNICATION**

**Section 1** Any action to be taken or notice delivered under these bylaws may be taken or transmitted by electronic mail or other electronic means. Any other action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

## **ARTICLE XII – CONFLICT OF INTEREST**

**Section 1** Any matter brought to the Executive Committee that presents a conflict of interest (real or perceived) between the interests of UCAN and the member or member’s organization will be responsible to declare such conflict. The Administration Team will determine if the Conflict of Interest requires a simple majority vote by the Executive Committee. If a simple majority vote is not required the Executive Committee minutes will reflect discussion and resolution on the presented a conflict of interest (real or perceived).

## **ARTICLE XIII – ANNUAL UCAN CONFERENCE**

**Section 1** The UCAN Conference will be held annually to highlight best practices of State Cancer Plan priorities, how UCAN is addressing the State Cancer Plan, allow UCAN members to receive training technical assistance, and provide an overview of the burden of cancer in the state.