



# WYOMING CANCER COALITION

## Bylaws

### Article 1 - Name and Purpose

#### Section 1 - Name

The name of this organization is the Wyoming Cancer Coalition, hereinafter referred to as WYCC.

#### Section 2 - Mission

The WYCC is dedicated to developing and implementing a collaborative and comprehensive approach to cancer prevention, early detection, and quality of life services in Wyoming. The WYCC is a partnership of individuals and leaders from various organizations working together to decrease the burden of cancer for Wyoming residents.

#### Section 3 - Purpose

The WYCC fosters statewide efforts to improve comprehensive cancer control in Wyoming, and serves as an open forum to coordinate cancer prevention and control activities statewide.

#### Section 4 - Function of the WYCC

The WYCC brings together, at the state level, representatives from the public and private sectors to address problems relating to cancer in Wyoming with the aim to:

1. Improve access to health care for all Wyoming residents
2. Reduce cancer risk by promoting healthy lifestyles and early detection methods
3. Increase and promote policies, practices, and programs that support cancer prevention and control efforts and improve the health and environment in Wyoming
4. Increase appropriate early detection and screening access used to diagnose cancer at earlier stages
5. Improve the quality of cancer care provided in Wyoming by promoting and increasing access to cancer services within the state
6. Ensure policies, practices, and programs focus on increasing health equity throughout Wyoming
7. Promote data collection and proper use of science-based information to increase public awareness and professional understanding about cancer and its impact on Wyoming people
8. Work collaboratively through partnerships with public and private organizations to address goals and objectives outlined in the Wyoming Cancer Plan

## **Article 2 - Membership**

### **Section 1 - Becoming a Member**

Any organization or individual that is committed to reducing the burden of cancer in Wyoming and that subscribes to the purposes and policies of the WYCC is eligible for membership.

There are two categories of membership in the WYCC, Organizational and Individual. Any person or organization interested in becoming a member of the WYCC shall submit an application designating an official representative for the organization or identifying the individual member.

### **Section 2 - Member Expectations**

All members of the WYCC agree to:

1. Utilize the WYCC monthly newsletter to stay up to date with WYCC projects, news, and other information
  - a. Respond to newsletter when appropriate and applicable to help with feedback, assessments, and other WYCC work
2. Work within a member's own organization and with outside organizations to implement WYCC Cancer Plan goals and strategies
3. Participate in a workgroup to support the implementation of strategies and projects that work towards cancer plan goals as applicable and aligned with individual and organizational priorities
4. Attend semi-annual WYCC meetings in person or virtually and share ideas in a neutral setting where discussion is welcomed and encouraged
5. Assist in identifying and recruiting new members to the WYCC

### **Section 3 - Organizational Members**

Member organizations support the mission and vision of the Coalition as it relates to their own organization's cancer-related focus.

Member Organizations agree to:

1. Designate 2 co-members who will represent the organization as agreed upon in Organizational Agreement document
2. Provide regular updates about organization's work and projects to workgroups and at other meetings as requested
3. Make efforts to appoint a substitute to attend meetings if the official representatives cannot attend
  - a. Substitute is encouraged to share on behalf of the organization at meetings they attend
4. Appoint an official representative if the current WYCC representative(s) vacates the position and communicate any change to the WYCC

### **Section 4 - Meetings of the WYCC**

The WYCC will have two all-member meetings each year. Bi-annual meetings may be attended virtually or in-person. Notice of meetings (including date, time, and location) will

be provided to all members no less than thirty (30) days prior to the meeting. Agendas will be distributed no less than ten (10) days prior to the meeting.

### **Section 5 - Voting Rights**

Each WYCC member is entitled to one vote, regardless of organizational affiliation. Motions before the WYCC will be decided by a simple majority of membership present (or by voting via electronic or US mail). In order to be eligible to vote, the member must have a membership form on file with the WYCC.

### **Section 6 - Removal Due to Inactivity**

Membership will continue until terminated by the member or after 18 months of inactivity. Inactivity is defined as repeatedly missing bi-annual meetings, or otherwise being disengaged from the coalition.

The WYCC Coordinator will reach out to members who are considered inactive and will collaborate to increase engagement or remove the member.

Members may request to be removed from the WYCC at any time by reaching out to the WYCC directly.

## **Article 3 - Workgroups**

### **Section 1 - Purpose**

A Workgroup structure within the Coalition is used to implement objectives and strategies outlined in the Wyoming Cancer Plan. Workgroup's topics are proposed based on findings from an annual review and monitoring of the cancer plan's implementation. Some Workgroups will function as standing committees while others may change annually.

Workgroup membership is based on WYCC member interest in the group's work focus.

Workgroups will meet bi-monthly at the convenience of the majority of the workgroup. Those that cannot attend meetings will be filled in on updates by the workgroup lead.

### **Section 2 - Workgroup Leaders**

Workgroup Leaders are members of the Workgroup who volunteer to take on additional responsibilities.

Workgroup Leader responsibilities include:

1. Align Workgroup projects with objectives and strategies outlined in the state cancer control plan
2. Coordinate completion of projects and ensure timelines are met
3. Lead Workgroup calls and face-to-face meetings
4. Work with WYCC leadership to share updates and provide member feedback on WYCC goals and strategies

## **Article 4 - Steering Committee**

### **Section 1 - Purpose**

The Steering Committee will focus on building programmatic support. Programmatic support provides input and information to improve infrastructure, administration, and sustainability of WYCC and its efforts. To this end, the Steering Committee will be composed of individuals who have the ability and are willing to actively support this primary focus.

### **Section 2 - Composition**

The Steering Committee will consist of no more than fifteen (15) current WYCC members, plus at least two staff from within the Wyoming Cancer Program.

Steering Committee Member responsibilities include:

1. Monitor progress of the implementation and outcomes of the Wyoming Cancer Control Plan and ensure timely action on issues that arise between WYCC meetings
2. Make operational and policy recommendations to the WYCC to guide cancer prevention and control efforts and accomplish the mission set forth in the Wyoming Cancer Control Plan
3. Attend Coalition meetings and events
4. Attend and participate in at least 50% of the required, regularly scheduled Steering Committee meetings
5. Intervene to mediate and support resolution of conflicts within the membership
6. Focus efforts on priority issues such as funding and increased visibility of the WYCC
7. Support implementation of practices to help sustain WYCC efforts

### **Section 3 - Meetings**

A Steering Committee meeting must include attendance, either in person or via electronic means, by 51% of current Committee members to constitute a quorum. The Steering Committee will have two (2) face-to-face meetings held in conjunction with the bi-annual WYCC meetings. Additional meetings or conference calls may be scheduled as needed to complete Steering Committee business.

### **Section 4 - Chairpersons**

Two (2) Chairpersons (co-chairs) will be elected from and by current WYCC membership.

Chairperson(s) responsibilities include:

1. Act as a spokesperson on behalf of WYCC efforts and serve as the face and voice of the WYCC at events held by the Coalition or on behalf of the Coalition
2. Sit on the WYCC Steering Committee
3. Focus efforts on priority issues such as funding and increased visibility of the Coalition
4. Support implementation of practices to help sustain WYCC efforts

5. Attend Coalition meetings and events
6. Sign official documents of the WYCC as needed

### **Section 5 - Terms**

Steering Committee positions will be voluntary; however, Steering Committee members will serve for a term of three years, which may be renewed.

The Chairpersons will serve for a term of three years, beginning January 1 of the new term. At the end of the three-year term, they may submit their names for reconsideration; they will go through the standard voting process for a subsequent term. After serving two consecutive terms, a chairperson must wait at least one term period before they can run for the position again.

In the event a chairperson steps down from their position, a new chairperson will be assigned by the Steering Committee for the remainder of the vacated term. At the end of the term, a regular vote of the coalition will seat a new chairperson.

### **Section 6 - Nomination**

A nomination sub-committee will be assigned by the WYCC Steering Committee to discuss Chairpersons nominations. The nomination sub-committee will seek nominees from the general membership and present names to the Steering Committee by October 1 in the year of the exiting chairperson's final term.

The Steering Committee will send a list of the final nominees out to the Coalition for vote by October 15. Voting may take place by mail or electronic format and will end on November 1. The nominee with the most votes will move into the chairperson position on January 1.

### **Section 7 - Conflict of Interest**

On any matter brought to a vote, a Steering Committee member with a conflict between the interests of the WYCC and the member's organization will be required to abstain from voting.

### **Section 8 - Leaving the Steering Committee**

If a steering committee member must leave their position before the end of their term, they should provide notice of their leave to the WYCC Coordinator ahead of vacating the position.

### **Section 9 - Removal**

A member of the Steering Committee may be removed at any time by the affirmative vote of all voting members at a meeting of the Steering Committee or electronic or written ballot.

Steering Committee members may also be removed by the WYCC leadership through a majority decision by the WYCC Coordinator and WCP.

## **Article 5- Coalition Operations**

### **Section 1 - WYCC Coordinator**

The WYCC Coordinator is an employee of the Wyoming Department of Health specifically hired to maintain the effective operation of the WYCC. The coordinator will be the direct contact for WYCC members.

WYCC Coordinator responsibilities include:

1. Maintain a record of active WYCC members and subcommittee members
  - a. Reach out to members who may be at risk of losing their membership status
2. Serve as a coordinating body for any activities that the Coalition sees as a priority
3. Facilitate Workgroup calls and in-person meetings
4. Support implementation of practices to help sustain WYCC efforts
5. Foster increased level of participation of all members
6. Identify and recruit new members and organizations to the Coalition
7. Sign official documents of the WYCC as needed

### **Section 2 - Wyoming Department of Health**

Staff from the Wyoming Department of Health's Wyoming Cancer Program (WCP) will provide administrative support to ensure the effective operation of the WYCC.

WCP Responsibilities include:

1. Attend and facilitate WYCC meetings and provide materials, an agenda, attendance sheets, and minutes
2. Send meeting minutes and correspondence to WYCC members no later than ten (10) days following a meeting
3. Provide guidance, support and feedback regarding priority projects
4. Share pertinent information received from WYCC meetings/weekly updates, etc. with the entire WYCC membership to increase involvement of individuals within local communities or organizations
5. Focus efforts on priority issues
6. Sign official documents of the WYCC as needed

### **Section 3 - Coalition Funds**

Coalition funds are managed by the Wyoming Department of Health. WYCC Members can request funding through [wyomingcancercoalition.org](http://wyomingcancercoalition.org).

### **Section 4 - Communications**

The WYCC's main point of communication is through the monthly newsletter. The WYCC website houses resources for coalition members. WYCC social media platforms, including Twitter, Facebook, and Instagram are also resources for information on the WYCC and general cancer topics.

All communications, marketing, or public relations activities using the WYCC name or logos must be approved by the WYCC Coordinator or WCP representative.

## **Article 6- Advocacy**

### **Section 1 - Advocacy Statement**

WYCC is a non-partisan organization and does not make political endorsements. Individual WYCC members supporting or proposing legislation should not identify their affiliation with the WYCC without first gaining approval from the WYCC Coordinator and WCP.

## **Article 7- Amending of Bylaws**

### **Section 1 - Amendments**

The bylaws may be amended at any regular or special meeting of the WYCC if notice setting forth the proposed amendments has been sent to all members at least 30 days prior to the meeting. A 2/3 majority of the votes cast is required to amend bylaws.

Initial Approval: May 19, 2006

Revised: November 30, 2012

Revised: January 27, 2017

Revised: June 26, 2023