



SFCCC

Southeast Florida Cancer Control Collaborative

BYLAWS

ARTICLE I – Name and Background

The Southeast Florida Cancer Control Collaborative (SFCCC) is a voluntary organization made up of representatives from agencies and organizations that provide cancer-related services, as well as advocates who are interested in reducing the cancer burden in Southeast Florida.

The SFCCC was established in 2001 as one of the original four regional collaboratives that were part of the Florida Comprehensive Cancer Control Initiative.

ARTICLE II – Mission Statement

The mission of the SFCCC is to improve access to cancer care and to decrease the burden of cancer through a united effort by the promotion of education, advocacy and research for the people of Southeast Florida.

The goal of the SFCCC is to reduce the burden of cancer and cancer disparities in the eight (8) counties that comprise the Southeast region of Florida -- Broward, Indian River, Martin, Miami- Dade, Monroe, Okeechobee, Palm Beach and St. Lucie.

The SFCCC accomplishes this through a collaborative effort of members working together and sharing resources to develop and implement cancer control projects for the public and health care professionals in Southeast Florida.

ARTICLE III - Membership

Section 1. Composition and Qualifications

- A. The Collaborative consists of professionals and members of the general public.
- B. The number of members is variable and membership is voluntary.
- C. Members must meet one (1) of the following criteria:
 1. Work or reside in one of the counties in the Southeast Florida region;
 2. Represent an organization that serves the cancer-related needs of county residents; or
 3. Have an expressed interest in the work of the SFCCC.
- D. Membership in good standing is defined as either:
 1. Attending, or sending a designee to attend, at least two meetings per year; or

- 2. By actively participating in at least one workgroup.
- E. A membership list will be maintained by the Administrator.
- F. A member must complete a membership registration form.

Section 2. Role of Members

- A. Members shall attend at least two (2) meetings per year and/or participate in at least two (2) workgroup meetings or conference calls.
- B. Members agree to participate in activities to achieve the mission of the SFCCC.

Section 3. Voting

- A. In order to vote, a member must be deemed in good standing, as described in *Article III, Section 2, Subset d.*
- B. Each member is entitled to one vote.
 - 1. If an organization has more than one members, each can vote individually.
- C. If issues that require voting arise between the quarterly meetings, voting will be done electronically via the SFCCC ListServ, or other online method, as necessary.
- D. When appropriate, the ListServ will be used to notify members in advance of issues to be voted on during the quarterly meetings.
- E. Absentee/Proxy Voting
 - 1. A member may submit a proxy vote electronically if unable to attend the meeting.
 - 2. Alternatively, a member may designate a representative to vote on their behalf if the designee is named at least one week prior to the meeting date.
- F. Voting results will be based on the majority vote, defined as 50% plus one, including absentee/proxy votes.

Section 4. Conflict of Interest

- A. A member is required to inform the Administrator if a conflict of interest exists with an issue, activity or project undertaken by the SFCCC.
- B. The Chair will decide if it is appropriate for that member to abstain from voting on the issue or participate in the activity or undertaken project

ARTICLE IV - Officers

Section 1. Co-Chairs

- A. The SFCCC shall have two (2) Co-Chairs.
- B. Chairs are elected to serve no less than a two (2) year term.
- C. Terms begin the first meeting of the calendar year, immediately following the election.
- D. Chairs are required to be
 - 1. Members in good standing and
 - 2. Active in the SFCCC for at least one year prior to their election.
- E. Responsibilities of the Chairs include, but are not limited to the following:
 - 1. Member roles, as described in Article III, Section 2.
 - 2. Develop agendas for meetings and conference calls.
 - 3. Preside over meetings and conference calls.
 - 4. Facilitate membership and activities of the SFCCC through a Steering Committee (see Article VI, Section 3) that coordinates workgroups, as

- described in Article VI.
- 5. Maintain communication with workgroup leaders.
- 6. Facilitate and promote SFCCC activities.
- 7. Represent SFCCC at state and national meetings.
- F. Past Chairs will serve as Emeritus Officers in an advisory capacity, as needed.

Section 2. Additional officers and positions

- A. The SFCCC may establish other officers, as necessary
 - 1. The bylaws will be amended accordingly.
- B. A member-at-large may be selected to serve on the Steering Committee (see Article IV, Section 3).
 - 1. Must be a member-in-good standing
 - 2. Can be nominated by a member-in-good standing, or self-nominated.

Section 3. Nominations and Elections

- A. Nominations will be solicited electronically from members prior to the first meeting of the calendar voting year.
- B. A slate of nominees will be sent via the ListServ.
- C. Members in good standing will submit their votes electronically, prior to the election meeting.
- D. Votes are tallied by the Administrator.
- E. Results of individual votes will be kept confidential.
- F. Results will be announced at the next SFCCC meeting after the election.

Section 4. Resignation, Removal and Replacement

- A. Any officer wishing to resign shall notify a Co-Chair and the Administrator at least 30 days prior to the next meeting.
- B. Any officer may be removed by a majority of members whenever, in their judgment, the best interests of the SFCCC will be served.
- C. The removal of an officer shall take effect upon action of the SFCCC, or as otherwise determined by the SFCCC at the time of removal.
- D. The new officer will be elected, as described in *Article IV, Section 3*.
- E. The new officer will be announced at the next SFCCC meeting after the voting.
- F. The new officer will serve for the remainder of the term.

Section 5. Compensation.

- A. Officers shall serve on a voluntary basis.
- B. Officers shall serve without compensation.

ARTICLE V – Meetings

Section 1. Frequency and Location

- A. Meetings will be held quarterly at various locations in the Southeast Region.
- B. Whenever possible, meetings will be hosted by a SFCCC member.
- C. The SFCCC may hold other meetings whenever it is considered necessary or desirable.

Section 2. Notice of Meetings and Minutes

- A. Notification of date, time and venue for all meetings will be distributed via the SFCCC ListServ at least six (6) weeks prior to the meeting date.
- B. Notification of changes will also be made via the ListServ.
- C. Meeting minutes and information about upcoming meetings will be posted on the SFCCC web page.

Section 3. Quorum

- A. A majority (50% + 1) of the members present at each meeting shall constitute a quorum for voting purposes.
- B. Quorum is not impacted by members abstaining from a vote as a result of a conflict of interest.

ARTICLE VI – Workgroups and Committees

Section 1. Establishing and Dissolving Workgroups

Workgroups shall be established or dissolved by Majority vote at meetings, or at the recommendation of the Co-Chairs.

Section 2. Workgroup Membership, Leadership, and Meetings

- A. In addition to the quarterly SFCCC meetings, workgroups may hold conference calls and/or meetings.
- B. Each workgroup shall have a Leader and Co-Leader,
- C. Workgroup Leaders are selected by the workgroup members.
- D. Workgroup Leaders serve on a voluntary basis and share responsibility for
 - a. Convening conference calls and meetings;
 - b. Facilitating workgroup activities; and
 - c. Serving on the Steering Committee (see Section 3, below).
- E. Replacement of Workgroup Leaders will be decided by workgroup members.
- F. The SFCCC ListServ and webpage may be used to communicate workgroup issues with all members.

ARTICLE VII - Parliamentary Procedure

The SFCCC shall operate under majority rules and will utilize Robert's Rules of Order when consensus cannot be reached.

ARTICLE VIII - Amendments

- A. Proposed amendments to these bylaws will be distributed via the SFCCC ListServ at least one week prior to the next meeting.
- B. The bylaws may be amended by
 - 1. Vote of two-thirds of the members in good standing present at the meeting; or
 - 2. By proxy vote submitted prior to the meeting.

Original version: November 15, 2006

Revised and Adopted: December 19, 2017