



ICC Bylaws Index

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Indiana Cancer Consortium

Bylaws

Article I. Mission and Purpose

Section 1.01 The Indiana Cancer Consortium (ICC) is a statewide network of public and private partnerships. The ICC's mission is to reduce the cancer burden in Indiana through the development, implementation and evaluation of a comprehensive plan that addresses cancer care across the continuum from prevention through palliation.

Article II. Functions of the ICC

Section 2.01 Assisted by its advisory committees, the ICC periodically develops, implements, and evaluates a comprehensive plan to reduce cancer morbidity and mortality in Indiana, which includes the following:

- (a) An analysis of the Indiana cancer burden and progress made toward reducing cancer incidence, morbidity, and mortality.
- (b) The identification of priorities for cancer prevention, early detection, management, survivorship, and/or palliation.
- (c) Development of goals, objectives, and strategies to implement cancer control priorities, with an emphasis on decreasing disparities and reaching underserved and high-risk populations.
- (d) Evaluation of ICC activities for progress toward goal achievement.

Section 2.02 The ICC assists in efforts to identify and obtain resources needed to implement its priorities and evaluate impact of its activities.

Section 2.03 The ICC advocates as needed to achieve its cancer control goals.

Section 2.04 The ICC identifies and participates in opportunities and mechanisms for information exchange and collaboration.

Article III. Membership in the ICC

Section 3.01 The ICC is an unincorporated association whose membership is open to any organization whose mission is consistent with the ICC's priorities and meets the requirements for membership. Only organizations are eligible for ICC membership.

Section 3.02 Members fill out an application form, which specifies their contribution to the ICC.

Section 3.03 Member organizations are expected to do the following:

- (a) Endorse and support the implementation of all ICC priorities.
- (b) Participate in implementation of at least one ICC priority within their organizations and/or in collaboration with another organization.
- (c) Share information about how ICC priorities are being implemented within their own organizations and/or in collaboration with another organization.

Section 3.04 Member organizations will designate a primary representative (and a standing proxy for the primary representative) who will:

- (a) Attend all ICC (full consortium) meetings.
- (b) Vote on ICC issues on behalf of their organization.
- (c) Commit their organizations to activities that support the ICC's mission.
- (d) Report their organization's progress and accomplishments to the ICC Steering Committee at least annually.
- (e) Participate in the process of determining statewide cancer control priorities.
- (f) Elect ICC Co-Chairs and categorical rotating positions on the ICC Steering Committee.

Section 3.05 Member organizations reserve the right to resign their ICC membership at any time.

Article IV. Term of Membership Of ICC

Section 4.01 The term of membership for ICC organizations will be for up to four years, if the organization continues to meet membership requirements. Membership is renewable.

Article V. Meetings of the ICC

Section 5.01 The full consortium will convene two (2) meetings each year; one in the Spring, and one in the Fall.

Section 5.02 Meeting notices will be distributed to the full ICC membership at least 30 days prior to the meeting. The agenda will be distributed at least 15 days prior to the meeting.

Article VI. Co-Chairs of the ICC

Section 6.01 The Co-Chairs of the ICC will serve the consortium by:

- (a) Providing overall leadership for the ICC.
- (b) Exercising general powers of management usually vested in the office of the co-chair.
- (c) Serving as spokespersons for the ICC.
- (d) Convening and leading meetings of the ICC.

Section 6.02 Co-Chairs must be current ICC Steering Committee members, with a minimum of two years participation on the Steering Committee.

Section 6.03 ICC Co-Chairs will serve a 4-year staggered, renewable term.

Section 6.04 Co-Chairs are nominated by the Nominating Committee and elected by ICC members.

Article VII. Steering Committee of the ICC

Section 7.01 Acting on behalf of the ICC, the ICC Steering Committee will:

- (a) Make operational decisions to guide the ICC in accomplishing its mission in accordance with bylaws.

- (b) Determine priorities for cancer control in Indiana based on current data, science, feasibility, and resource capacity.
- (c) Provide direction for Advisory Committees.
- (d) Participate in ongoing review of all aspects of the ICC's organizational structure, operation and evaluation to ensure most effective and efficient use of resources to address ICC priorities.

Article VIII. Steering Committee Membership

Section 8.01 The Steering Committee will be composed of fifteen (15) voting members (7 standing, 7 rotating categorical, and 1 at-large). In addition, the ICC Co-Chairs are voting members of the Steering Committee, regardless of their organizational affiliation.

Section 8.02 Advisory Committee Co-Chairs are non-voting members, unless they also serve as a Steering Committee member in a designated voting category.

Section 8.03 Rotating categorical members must have been a Consortium member for at least one year and are elected by the Consortium through mailed or electronic ballot.

Section 8.04 Seven (7) standing member organizations will be:

- (a) The American Cancer Society
- (b) Indiana University Cancer Center
- (c) Indiana University School of Medicine, Dept. of Public Health
- (d) American College of Surgeons
- (e) Indiana State Dept. of Health
- (f) The Indiana Minority Health Coalition
- (g) Any NCI funded CCOP

Section 8.05 Seven (7) rotating categorical organizations will be:

- (a) ACOS-Approved Cancer Centers (2)
- (b) Organization providing chronic and/or palliative care (1)
- (c) Insurers (1)

- (d) Employers (1)
- (e) Labor unions (1)
- (f) Consumers (1)

Section 8.06 Rotating categorical and at-large Steering Committee members are nominated by the Nominating Committee and elected by the ICC.

Article IX. Steering Committee Chair and Vice-Chair

Section 9.01 The Steering Committee Chair and Vice-Chair will be nominated by the Nominating Committee and elected by the Steering Committee from among current Steering Committee members. They will serve 4 year staggered, renewable terms.

Section 9.02 The Chair and Vice Chair must have been members of the Steering Committee for a minimum of 2 years.

Section 9.03 The ICC Steering Committee Chair will:

- (a) Provide overall leadership for the ICC Steering Committee.
- (b) Exercise general powers of management usually vested in the office of the chair.
- (c) Convene and lead meetings of the ICC Steering Committee.
- (d) Appoint a Nominating Committee.
- (e) Appoint or convene expert Advisory Committees as needed to achieve the ICC goals and objectives.

Section 9.04 The Vice Chair serves in the absence of the Chair.

Article X. Term of Office for Steering Committee Members

Section 10.01 Representatives of standing member organizations will serve 4 year renewable terms. These persons will be appointed by their member organizations.

Section 10.02 Representatives of rotating categorical organizations will serve 4 year staggered, renewable terms. They will be nominated by the Nominating Committee and elected by the ICC.

Section 10.03 The at-large member will be nominated by the Nominating Committee and elected by the ICC.

Article XI. Meetings of the Steering Committee

Section 11.01 The Steering Committee will meet bi-monthly or as needed to accomplish its work.

Article XII. Nominating Committee

Section 12.01 The Nominating Committee will consist of three (3) Steering Committee members appointed by the Steering Committee Chair and two (2) ICC members appointed by the ICC Co-Chairs. The Steering Committee Chair is an ex-officio member.

Section 12.02 Every two years, the Nominating Committee will develop a ballot with candidates for open ICC Co-Chair and rotating categorical member ICC positions. The Nominating Committee will ensure that the candidates meet the requirements for ICC and Steering Committee membership. The ballot will be presented to the Steering Committee for approval and then distributed for voting to the full ICC by standard or electronic mail.

Section 12.03 The Steering Committee Chair will appoint a Nominating Committee Chair.

Section 12.04 The Nominating Committee will be responsible for recommending to the Steering Committee interim replacements for vacancies that may occur in the Steering Committee membership or the ICC Co-chair positions. Those replacements shall complete the term of the person who vacated the position. Should persons serving a partial term be elected to the same position in a subsequent regular election, the partial term shall not count as part of the term of office.

Article XIII. Term of Office for the Nomination Committee

Section 13.01 A Nominating Committee of five will be appointed for a two-year term.

Article XIV. Advisory Committees

Section 14.01 The ICC will form, as needed, issue-specific and other advisory committees that will:

- (a) Recommend to the Steering Committee specific objectives and strategies to accomplish ICC priorities.
- (b) Serve as expert resources for ICC members.
- (c) Facilitate implementation of ICC strategies.

Section 14.02 Membership is open to individuals with expertise in the particular subject areas related to ICC priorities. Advisory committee members may be, but are not required to be representatives of ICC member organizations.

Section 14.03 Advisory Committees will meet bi-monthly and/or as needed to accomplish their work.

Article XV. Advisory Committee Co-Chairs

Section 15.01 Each Advisory Committee will have two co-chairs appointed by the Steering Committee. Co-Chairs will have expertise in the subject areas addressed by their Advisory Committee.

Section 15.02 Co-Chairs will convene and chair Advisory Committee meetings, ensure that minutes are recorded, and send reports as needed to the ICC staff and Steering Committee.

Section 15.03 Advisory Committee Co-Chairs serve two-year staggered, renewable terms.

Section 15.04 One (1) Co-Chair from each Advisory Committee will participate as a non-voting member of the Steering Committee.

Section 15.05 ICC staff assists the Advisory Co-Chairs in accomplishing their work.

Article XVI. Voting

Section 16.01 Voting - ICC

- (a) Each member organization is entitled to one vote.
- (b) Member organizations will designate in writing a representative and an alternate or proxy representative if desired.
- (c) Motions at meetings will be decided by a simple majority of the voting membership present, provided a quorum exists.
- (d) Motions circulated by standard or electronic mail will be decided by a simple majority of the electronic vote, provided a quorum responds.

Section 16.02 Voting - Steering Committee

- (a) Voting is by voice vote at meetings or through standard or electronic mail.
- (b) Decisions will be made by a simple majority of voting membership present, provided a quorum exists or responds to standard or electronic mail voting. However, bylaws will be amended by a 70% margin (see Article XIX).
- (c) The Steering Committee Chair votes only to break a tie vote.

Article XVII. Conflict of Interest

Section 17.01 On any matter brought to a vote, an ICC member organization with a conflict of interest between itself and the ICC will be responsible to declare the conflict to the ICC's Co-Chairs.

Section 17.02 ICC Co-Chairs will decide whether or not the member will vote on the issue where the conflict has been declared.

Article XVIII. Quorum

Section 18.01 Quorum – ICC

- (a) For votes at meetings, a quorum will consist of one half of potential voting members.
- (b) For standard or electronic mailed voting, a quorum will consist of receipt of total votes greater than one half of potential voting members.

Section 18.02 Quorum – Steering Committee

- (a) A quorum will consist of two thirds of the voting members of the ICC Steering Committee.

Article XIX. Amendments to the ICC Bylaws

Section 19.01 Bylaws may be amended at any regular ICC meeting by the approval of two-thirds of the members voting, provided a quorum is established. Amendments to these Bylaws shall have been presented in writing or electronically to the Steering Committee at least forty-five (45) days prior to the meeting at which the proposed amendments are to be voted upon. The ICC shall be notified by standard or electronic mail of proposed amendments not less than thirty (30) days prior to the ICC meeting at which the amendments will be voted upon.

Section 19.02 Bylaws may be amended by two means:

- (a) At a meeting of the full ICC where a quorum is present and the vote passes by two-thirds of those voting.
- (b) By standard or electronic mail vote if a quorum responds and the vote passes by two-thirds of those voting.

Article XX. Staff Support

Section 20.01 Administrative and operational staff support will be provided by the Indiana State Department of Health, the American Cancer Society, the Indiana University Cancer Center, and other member organizations.

Section 20.02 The ICC staff, in conjunction with the Steering Committee, will develop policies and procedures designed to facilitate the ongoing operations of the ICC and Steering Committee. Policies will be reviewed and updated annually.