



## **South Dakota Cancer Coalition Bylaws**

Approved 10-26-2011; Amended 9-25-2013; Amended 5-20-2015; Amended 12-5-2016;  
Amended 3-27-2018

### **I. Vision and Goals**

#### **1. Vision:**

- To reduce the human and economic impact of cancer on South Dakotans through the promotion and support of collaborative, innovative, and effective programs and policies for cancer prevention and control.

#### **2. Goals:**

- To ensure that all South Dakotans have access to quality cancer prevention and control information and services in order to reduce the number of new cancer cases as well as the illness, disability, and death caused by cancer and for survivors to live the best quality of life possible.
  - All South Dakotans should receive culturally appropriate information about cancer risks and prompt access to high quality cancer prevention, screening, diagnosis, treatment, and rehabilitation information and services;
  - Strong, collaborative partnerships at the state and local levels will help reduce the human and financial impact of cancer on the people of South Dakota;
  - A collaborative and unified effort by public, private, and volunteer agencies and individuals increases the effective use of limited resources and minimizes duplication of efforts.

#### **3. Purpose:**

- The purpose of the SD Cancer Coalition is to develop, implement and evaluate a comprehensive cancer control plan for South Dakota.

### **II. SD Cancer Coalition Membership**

#### **4. Eligibility:**

- The SD Cancer Coalition is open to all interested individuals and organizations committed to reducing the human and economic impact of cancer in SD. Membership can be obtained by submitting the membership form found at the [cancersd.com](http://cancersd.com) website. Members may serve on any of the active coalition task forces or cross cutting committees as desired. Members retain the right to resign their membership at any time.

#### **5. Terms:**

- There is no term limit for SD Cancer Coalition Membership.

#### **6. Roles and Responsibilities:**

- Support the vision and goals of the South Dakota Comprehensive Cancer Control Plan.



- Actively participate in SD Cancer Coalition meetings and activities.
- Support the implementation and evaluation of the South Dakota Comprehensive Cancer Control Plan.
- Actively support recruitment and retention efforts of the SD Cancer Coalition.

7. Removal:

- At the discretion of the Steering committee, with a majority vote, a member shall be removed from membership status in the SD Cancer Coalition should there be a breach of ethical or moral conduct based on the vision and goals of the SD Cancer Coalition.

8. Task Force and Cross Cutting Committee Chair/Co-Chair Guidance Document

- See separate guidance document located at: [cancersd.com](http://cancersd.com)

### III. Steering Committee

1. Purpose:

- The Steering Committee is the governing body of the SD Cancer Coalition and approves the guiding principles under which the Coalition operates to accomplish its mission. The Steering Committee is responsible for providing oversight to the SD Cancer Coalition on the development, revision, implementation and evaluation of the SD Comprehensive Cancer Control State Plan. The Steering Committee is responsible for establishing the process for determining the priorities for cancer control to be addressed by the Coalition. The SD Comprehensive Cancer Control State Plan and SD Cancer Coalition activities will align with and support the goals and priorities of the Centers for Disease Control and Prevention (CDC) Division of Cancer Prevention and Control as well as comply with CDC grant requirements. Guidance on CDC grant requirements will be provided by the South Dakota Department of Health Comprehensive Cancer Control Program. The Steering Committee will review the SD Comprehensive Cancer Control State Plan on an annual basis and determine a structure that will best support the implementation of the SD Comprehensive Cancer Control State Plan.

2. Composition:

- The Steering Committee will be representative of the groups and organizations in South Dakota concerned with cancer prevention and control, with the specific number of positions determined by the current Steering Committee.
- The South Dakota Department of Health, by virtue of holding the cooperative agreement with the Centers for Disease Control and Prevention to fund Comprehensive Cancer Control and serving as the lead agency in South Dakota, is a permanent member of the SD Cancer Coalition with representation on the Steering Committee for the duration of their funding.
- The Commission on Cancer state chair is a permanent position of the steering committee. As such, the current Commission on Cancer state chair will have the option to serve on the Steering Committee.
- A chair from each of the standing task forces will serve on the Steering Committee for the duration of time their task force is active or they may choose to serve a full three year term.

3. Meetings:

- The Steering Committee will meet quarterly each year. The quarterly meeting dates will be determined and shared with the Steering Committee no later than 4 weeks prior to meeting date. Members of the Steering Committee are strongly encouraged to be present at each meeting.
- The agenda will be distributed no later than 7 days prior to the meeting. Minutes will be taken, filed, and distributed to the members of the Steering Committee within 10 business days following the meeting.

4. Elected Coalition Chair:

- If a vacancy occurs in the Chair position, a nominating committee will submit names to the Steering Committee for a vote. The nominating committee will include three members of the Steering Committee and the SD Department of Health Comprehensive Cancer Control Program Coordinator and Cancer Programs Director.

5. Terms:

- Members of the Steering Committee will serve a three year term. The term is renewable and staggered in order to ensure continuity on the Committee. In the event a Steering Committee member is unable to complete his or her term, the Steering Committee may approve a replacement via application from the general membership.

6. Voting:

- Decisions will be made by consensus and, if consensus cannot be reached, by a majority vote of those present. One vote per Steering Committee member present, no absentee vote. A simple majority of the voting members of the steering committee constitutes a quorum for the transaction of business and any business transacted is valid if it is affirmatively passed upon by a majority of those present and voting.

7. Ad Hoc Committees:

- The Steering Committee may appoint ad hoc committees as needed to provide advice on priority topics related to the SD Cancer Coalition. Committee membership should include three Steering Committee members, but is not limited to coalition member participation.

8. Action by Electronic or Written Ballot:

- Action may be taken by steering committee members outside of regularly scheduled meetings by electronic and/or written ballot. Written ballots are to be sent by e-mail or delivered mail (if requested). Every member is entitled to vote on the matter and must receive the ballot. A written ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. Majority approval by electronic or



written ballot is valid only if the number of votes cast by ballot equals or exceeds 75% of the membership.

9. Conflict of Interest:

- On any matter brought to a vote, a Steering Committee member with a conflict between the interests of the South Dakota Cancer Coalition and the member's group or organization will be required to abstain from voting. This includes, but is not limited to, task force chairs voting on implementation funding requests for any task force funding requests.

10. Resignation:

- Steering Committee members may resign their membership at any time by filing a written resignation with the Program Coordinator.

11. Removal:

- A member of the Steering Committee may be removed at any time, with or without cause, by a majority vote of all voting members at any meeting or by electronic or written ballot.

12. Amendments to Bylaws:

- These Bylaws may be altered, amended or repealed, and new Bylaws adopted, by the affirmative vote of a majority of the members at a meeting of the Steering Committee or electronic or written ballot.

13. Requests for Letters of Support:

- The SD Cancer Coalition will issue a letter of support signed by the coalition chair for requests that are approved by the steering committee task force assigned to review requests for letters of support on behalf of the steering committee. A request will be approved by the task force if the majority of the task force members provide written consent via email. A list of letter of support requests and approval decisions will be shared with the Steering Committee at each quarterly meeting. The protocol to request a letter of support from the SD Cancer Coalition can be found at: [cancersd.com](http://cancersd.com).