

# **National Colorectal Cancer Roundtable**

## **NCCRT Bylaws**

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### **ARTICLE**

#### **I. PREAMBLE**

The National Colorectal Cancer Roundtable is a national coalition of public, private, and voluntary organizations, and invited individuals dedicated to reducing the incidence of and mortality from colorectal cancer in the U.S., through coordinated leadership, strategic planning, and advocacy.

#### **II. PURPOSE**

To facilitate national colorectal cancer awareness, prevention, and early detection through public education, provider education, and health policy activities.

#### **III. MEETINGS**

1. The full NCCRT will have at least one yearly meeting, to be designated as the Annual Meeting. Elections for officers and Steering Committee members will be held at the annual meeting. Notice of full NCCRT meetings will be sent at least 90 days prior to the date of the meeting. Agendas will be available no less than 30 working days prior to the date of the meeting.
2. The Steering Committee will meet at least twice a year. Notice of committee meetings (stating date, time, and place) should be provided at least 30 days prior to the date of the meeting. Agendas will be available no less than 15 working days prior to the date of the meeting. Emergency meetings of the Steering Committee may be called at the discretion of the Chair.
3. Meetings will be conducted under Robert's Rules of Order.
4. With the exception of the annual meeting of the NCCRT, face-to-face meetings are not required.

#### **IV. MEMBERSHIP**

1. The NCCRT will consist of member organizations and invited individuals which reflect a broad involvement in colorectal cancer prevention and early detection.
2. Applications for membership will be reviewed by the NCCRT Membership Committee and submitted to the NCCRT Steering Committee for approval.

3. **General Criteria for Membership:** Organizations or individuals must meet one or more of the criteria listed below to be considered for membership:
  - a. Have a strong interest in reducing colorectal cancer morbidity and mortality;
  - b. Have outstanding expertise and reputation in colorectal cancer information and research;
  - c. Have special expertise in colorectal cancer prevention, early detection, and treatment;
  - d. Have the ability to deliver CRC education;
  - e. Have the ability to deliver CRC screening services.
  
4. Categories of Membership
  - a. **Organizational Membership**  
Those organizations that fulfill the purposes of the NCCRT and meet the general criteria for membership.
  - b. **Individual Member**  
Those individuals who are invited by the NCCRT Steering Committee to be members due to their distinguished activities focused on colorectal cancer.
  - c. **Corporate Associates**  
Those business corporations that have a special affiliation with the NCCRT. Corporate associates must meet one (1) of the following:
    1. Make products that aid colorectal cancer screening, prevention and treatment. The efficacy of these products must be supported by scientific research.
    2. Demonstrate a commitment to colorectal cancer education and screening.
  - d. **International Organizations**  
Those international organizations that are invited by the NCCRT Steering Committee to be members and meet the same criteria as organizational members.
  
5. **Representation and Voting Privileges**  
Member organizations may send up to two (2) representatives to each NCCRT meeting. Each organization may designate a representative and an alternate. Each member organization/individual shall have one vote on the NCCRT. Corporate and international member organizations shall have all the participatory rights of organizational or individual members with the exception of voting rights or the right to serve as an elected officer of the NCCRT. Corporate members are, however, encouraged to seek and accept appointments to task groups. Members with governmental affiliation (designated as non-advocacy members) will abstain from voting on policy issues. International members do not typically serve on task groups.

- 6, **Maintenance of Membership**
  - a. NCCRT members should attend at least one meeting per year in order to maintain membership;
  - b. Membership in the NCCRT, including use of the logo, should not be used for an endorsement or promotion of a commercial product or for personal financial gain.

## V. OFFICERS

1. The officers of the NCCRT will be a Chair and a Vice Chair.
2. **Duties and responsibilities of the Chair**
  - a. Provide leadership for the NCCRT;
  - b. Preside over meetings of the Steering Committee, Executive Committee and the NCCRT;
  - c. Serve as spokesperson for the NCCRT
  - d. Assume responsibility for issues arising during the period between meetings, in consultation with the Executive Committee.
3. **Duties and responsibilities of the Vice Chair**
  - a. Assume the role of Chair when needed;
  - b. Carry out responsibilities as requested by the Chair

### 4. **Term of Office**

The term of office for the Chair and Vice Chair will be a three (3) year renewable term.

5. **Election of Officers**
  - a. From a slate prepared by the Nominating Committee, the Chair and the Vice Chair will be elected by a majority of the voting members of the NCCRT who are present at the Annual Meeting.
  - b. Any vacancy occurring in the position of Chair or Vice Chair will be filled by a majority vote of the Steering Committee and the position will be held until the next scheduled annual election by the NCCRT.

## VI. THE STEERING COMMITTEE

1. **Duties and Responsibilities of the Steering Committee**

Steering Committee responsibilities will include the planning and implementation of NCCRT projects, as well as approving new members of the NCCRT.
2. **Members**
  - a. The Committee will consist of no fewer than seven (7) and no more than eleven (11) members plus the Chair and the Vice Chair of the NCCRT.

- b. The Committee members must represent the membership of the NCCRT in the following ways:
  - 1b. Two permanent members who will represent the ACS and the CDC.
  - 2b. No fewer than five (5) and no more than nine (9) rotating members drawn from the various constituent groups of the NCCRT.
- 3. **Election and Terms of NCCRT Steering Committee**
  - a. The Nominating Committee will meet yearly, at least two months before the Annual Meeting, to prepare a slate of candidates for Steering Committee membership. The slate of candidates will be presented by email to the NCCRT membership at least 30 days prior to the Annual Meeting to be voted on at the Annual Meeting.
  - b. The term of office for Steering Committee members will be a two (2) year, renewable term. A Steering Committee member may be elected to serve for two (2) consecutive, two year terms. A former Steering Committee member would be eligible for reconsideration after one year off the Committee.
- 4. **The Executive Committee of the Steering Committee**
  - a. Consists of the NCCRT Chair and Vice Chair, and includes the representative from each of the permanent member organizations, the ACS and the CDC;
  - b. Is responsible for dealing with issues that arise during the period between the full meetings of the NCCRT and the Steering Committee;
  - c. Appoints members to fill vacancies which occur on the Steering Committee between elections to fill out the remainder of the term.

## VII. STANDING COMMITTEES

- 1. The standing committees will be Bylaws, Membership, and Nominating.
- 2. **Bylaws Committee**
  - a. **Members:** Five members appointed by the Chair of the NCCRT. The Chair of the Bylaws Committee will be appointed by the Chair of the NCCRT.
  - b. **Duties:** To make and/or review any proposed bylaws amendments and present them, in writing, to the NCCRT membership at least 30 days before the Annual Meeting for a vote at the Annual Meeting.
  - c. **Amendments:** Bylaws amendments will require a 2/3-majority vote of the NCCRT members present at the NCCRT Annual Meeting
- 3. **Membership Committee**

- a. **Members:** Five members reflecting the diversity of the NCCRT shall be appointed by the Chair of the NCCRT. The Chair of the committee shall be appointed by the Chair of the NCCRT.
  - b. **Duties** will include the review of applications for membership and making recommendations for membership to the Steering Committee.
4. **Nominating Committee**
- a. **Members:** Five members to be appointed by the Executive Committee of the Steering Committee. At least three members of the Nominating Committee should be member representatives who do not currently serve on the Steering Committee. The Chair of the Nominating Committee will be appointed by the Executive Committee.
  - b. **Duties:** The Nominating Committee will meet yearly, at least two months before the Annual Meeting, to prepare a slate of candidates for both Steering Committee membership and the Chair and/or Vice Chair of the NCCRT, as needed. The slate of candidates will be emailed to the NCCRT membership at least 30 days prior to the Annual Meeting to be voted on at the Annual Meeting.
  - b. **Elections** will take place at the Annual Meeting, and the candidates will be chosen by a majority vote of the NCCRT members who are present.

## VIII. TASK GROUPS

To achieve the goals of the NCCRT, the Steering Committee will appoint Task Groups to organize and implement projects by various NCCRT members

## IX AMENDMENTS TO THE BYLAWS (see Bylaws Committee)

Recommendations of changes to the bylaws can be made to the Steering Committee for consideration and referred to the Bylaws Committee for review.

- a. Bylaws amendments should be presented in writing to the NCCRT membership at least 30 days before the Annual Meeting for a vote at the Annual Meeting.
- b. Bylaws amendments will require a 2/3-majority vote of the NCCRT members present at the NCCRT Annual Meeting.