National Council on Skin Cancer Prevention

BYLAWS

Revised: November 2012

Article I  
Preamble

The National Council on Skin Cancer Prevention is comprised of organizations, associations, and agencies who are dedicated to reducing morbidity and mortality from skin cancer in the U.S. through leadership, strategic planning, advocacy, coordination of members’ efforts, and encouragement of research.

Article II  
Mission/Purpose

The National Council on Skin Cancer Prevention is a united voice to reduce skin cancer incidence, morbidity, and mortality, through awareness, prevention, early detection, research, and advocacy.

The National Council on Skin Cancer Prevention will assist in meeting public health sun protection objectives. The National Council’s activities will be focused on the objective to increase the proportion of persons to practice the National Council’s sun protection messages.

Article III  
Goals

1. Coordinate a public health response to nationwide efforts to reduce skin cancer incidence, morbidity and mortality, including sharing research findings, planning joint programs and conferences, and targeting audience-specific initiatives.

2. Raise the importance of skin cancer prevention and support prevention initiatives on the agendas of relevant national, state, and local organizations.

3. Develop and refine over time core public health recommendations in the form of messages that represent the common views of the members of the National Council and support partnerships that showcase, spread, and reinforce core recommendations and encourage behavior change.

4. Increase awareness and prevention behaviors among all populations, with special programs addressing high-risk populations (e.g. children, young adults, outdoor workers, and athletes) through education of health professionals, parents, teachers, and the public.

Article IV  
Operating Principles

Section 1. Support unified education and communication efforts where possible, and complementary efforts when appropriate.
Section 2. Each member organization may participate in ways most relevant to achieving its own objectives.

Section 3. Provide mutual assistance among participating organizations, rather than serving a decision making function for member organizations.

Section 4. National Council meetings will primarily serve as a forum for scientific update, information exchange, and coordinated program planning and implementation.

Section 5. Conveners/facilitators, drawn from among National Council members, will coordinate various projects as needed.

Section 6. National Council members should build upon the National Council activities to meet their own needs regarding skin cancer prevention awareness and advocacy; however, all items in which the National Council name, logo and/or letterhead are used must have prior approval from the Steering Committee.

Section 7. No written material or verbal communication will imply endorsement by any participating organization of another participating organization.

Section 8. National Council will use membership letterhead or endorsement letterhead for all correspondence. Membership letterhead, which list all members’ names and National Council identification information, will be used for general correspondence. Endorsement letterhead, which will not list all members’ names, will be use when not all members can endorse a particular position or issue. When the endorsement letterhead is used, those members who endorse the content will be listed on a separate page under the following sentence:

Each participating member of the National Council on Skin Cancer Prevention supports efforts to reduce skin cancer in the United States in general, and selects and participates in those activities of the National Council on Skin Cancer Prevention that support its own organizational objectives.

Section 9. National Council members will be responsible for obtaining approval from their organizations for projects or products developed by the National Council.

Article V Operating Structure

Section 1. The National Council operating structure will consist of Co-Chairpersons, Core Members, Executive Director, and Members.

Section 2. The Executive Director is selected and appointed by the Co-Chairpersons and Core members. The term of office will correspond with the agreed contract and may be renewed. The Executive Director has day-to-day responsibility for the operations of the National Council, including carrying out the National Council's goals and policies. The Executive Director will attend all National Council meetings, report on the progress of the National Council, answer questions of membership and carry out the duties described in the job description. The National Council can designate other duties as necessary.

Section 3. When the National Council generates formal correspondence or responds to formal inquiries, correspondence signature requirements may vary depending on the correspondence context and content, and
who is eligible to sign the correspondence due to federal position, personal reference to the situation, organizational structure and constraints, or other legitimate reasons. In principle, both Co-Chairpersons and/or the Executive Director are the individuals to sign for the National Council.

**Article VI Meetings**

Section 1. The National Council will meet at least two times each calendar year, in the spring and in the fall. The spring meeting will be the “annual” meeting, when elections for leadership occur. National Council members will be expected to support their own travel expenses.

Section 2. Notice of meetings (stating the date, time, and place) will be provided to the full membership at least 60 working days prior to the meeting. Agendas will be available no less than 15 working days prior to the meeting.

**Article VII Membership**

Section 1. The National Council will consist of member organizations reflecting a broad involvement in skin cancer prevention who endorse the mission/purpose and goals of the National Council.

Section 2. Recommendations for membership will be brought to the National Council by the Nominating Committee and will be decided by majority vote of the National Council.

Section 3. Composition of membership will be:

a. Core Member – national nonprofit organizations with major ongoing efforts in skin cancer prevention. Core members will each commit financial support in the amount of at least $15,000 annually for a minimum of three years. These funds will be designated for the National Council operating expenses based on annual budgetary projection. Representatives from core organizations will participate in the Steering Committee with the National Council Co-Chairpersons to oversee implementation of the deliverables of Council projects and programs. Core members can vote and serve as Co-Chairperson and Committee Chairs. Core members will oversee the expenditures of the National Council budget.

b. General Member - is open to organizations with an interest in skin cancer prevention and who endorse the purpose, mission, and goals of the National Council. General members will each commit financial support in the amount of $150.00 annually. These funds will be designated for the National Council operating expenses based on annual budgetary projection. General Members will serve until they elect to terminate membership or cease to be active. Cease to be active is defined as missing three consecutive meetings. General members can vote and serve as a Co-Chairperson and Committee Chairs.

c. Advisory and Federal Liaison Member – is open to Federal and state governmental agencies and organizations with special expertise and/or interest in skin cancer prevention and which endorse the National Council’s purpose, mission, and goals. Advisory members
and Federal Liaison members are not able to contribute financial support due to government regulations. They will serve until they elect to terminate membership or cease to be active. Cease to be active is defined as missing three consecutive meetings. Advisory members can vote and serve as Co-Chairpersons and Committee Chairs.

d. Ad Hoc Member – is open to organizations which endorse the National Council’s purpose, mission and goals, are interested in promoting information about skin cancer prevention to their constituents and who may participate in special initiatives or projects on an ad hoc basis. Ad Hoc Member status is renewable on an annual basis by recommendation of the Membership Committee and continued interest of the member. They do not vote, nor can they serve as a Co-Chairperson or Committee Chairs.

e. Alliance Collaborator Member – is an organization with membership of more than one organization with an expertise or interest in skin cancer prevention. Alliance Collaborators must submit a request for use of the National Council logo or name and cannot use the logo or National Council name on any fund-raising or product promotion materials. Alliance Collaborator members will each commit financial support in the amount of $150.00 annually. These funds will be designated for the National Council operating expenses based on annual budgetary projection. Alliance Collaborator status is renewable on an annual basis by recommendation of the Membership Committee and continued interest of the member. They do not vote, nor can they serve as a Co-Chairperson or Committee Chairs.

f. International Member - is open to organizations outside of the U.S. with an expertise or interest in skin cancer prevention and who endorse the purpose, mission, and goals of the National Council. International Members will each commit financial support in the amount of $150.00 annually. These funds will be designated for the National Council operating expenses based on annual budgetary projection. International Member status is renewable on an annual basis or until they elect to terminate membership or cease to be active. Cease to be active is defined as missing three consecutive meetings. International Members do not vote, nor can they serve as a Co-Chairperson or Committee Chairs.

Section 4. Membership may be revoked, for good cause, upon the affirmative vote of a two-thirds majority of a quorum of voting representatives present at a general meeting.

**Article VII Co-Chairpersons**

Section 1. The National Council will have two Co-Chairpersons. These individuals will be elected by majority vote of the voting membership in attendance at the meeting, or for those unable to attend, via e-mail prior to the meeting.

Section 2. Vacancies occurring for the position of Co-Chairperson(s) will be filled by vote of the National Council during the next annually scheduled election.
Section 3. The Co-Chairpersons will be elected in alternate years for a three-year term and may not serve consecutive terms.

Section 4. Co-Chairpersons may be elected from Core, General or Advisory member, categories. At least one Co-Chairperson must be representing an organization which is a Core member.

Section 5. The Co-Chairperson(s) will:

   a. Provide leadership to the National Council and convene and preside over its meetings. Meetings will be operated as prescribed in Robert’s Rules of Order, in all circumstances to which they are applicable and in which they are not inconsistent with these bylaws.

   b. Approve an agenda for each meeting at least 20 working days prior to the scheduled meetings.

   c. Serve as spokesperson(s) for the National Council.

   d. Work closely with the Executive Director to coordinate, align, and ensure effective operations and procedures of the National Council.

   e. Have general responsibility for issues arising between meetings, keeping the Steering Committee apprised and requesting its assistance as needed; and have general power of leadership and management usually vested in the office of Chairpersons.

   f. Appoint a Nominating Committee of six voting members.

Article IX Committee Structure

Section 1. Established National Council standing committees may be activated and deactivated by the Co-Chairpersons and Core Members on an as needed basis.

Section 2. The established National Council standing committees are: Steering, Membership, Bylaws, Research, Education Initiatives, Nominating, Advocacy, and Liaison.

Section 3. When committees are in active session, Committee Chairs are responsible for coordinating communication among members. Conference calls or other means of communicating with all committee members should be initiated by the chairs at least twice a year.

Section 4. Committee chairs will be elected when committees are activated. Committee members will provide the Co-Chairpersons a recommendation for the Committee Chair. They will be nominated by the Co-Chairpersons and approved by the National Council voting members.

Section 5. The Committee Chairs will serve a two year term and may serve consecutive terms by reappointment of the Co-Chairpersons and Core Members.

Section 6. Members may request transfer to other committees as they have interest.

Section 7. Each committee will have a minimum of three members.

Section 8. The creation of ad hoc task forces may be established by the Co-Chairpersons and Core Members on an as needed basis.
Article X  
Steering Committee  
Section 1.  A Steering Committee comprised of a representative of each Core Member, the Co-Chairpersons, and Executive Director, will be established to guide the National Council mission and goals; to monitor and evaluate the implementation of the National Council projects and programs; to recommend and propose new projects; and will be responsible for general operating policy, procedures, and related matters affecting the National Council as a whole.

Section 2.  The Steering Committee will develop the agenda for meetings of the National Council.

Article XI  
Nominating Committee  
Section 1.  A Nominating Committee of seven voting members will be appointed for a two-year term by the Co-Chairpersons.  This will be comprised of the two Co-Chairpersons and a representative from each core member organization.  One of the Nominating Committee members will also be on the Membership Committee.

Section 2.  The Nominating Committee will review the current organizational representation and expiring terms of office and recommend changes and/or National Council members, as needed.

Section 3.  The Nominating Committee will accept recommendations for new membership.  Written applications will be distributed four weeks prior to the spring or fall meeting.

Section 4.  The Nominating Committee will recommend a slate of candidates for Co-Chairperson or membership which will be voted on in its entirety by the National Council members present at the meeting or for those unable to attend, via email prior to the meeting; no write-in nominations or nominations from the floor will be allowed.

Article XII  
Other Standing Committees  
Section 1.  Membership Committee.  To evaluate and make recommendation, as needed, to any modifications and changes on membership categories.

Section 2.  Bylaws Committee.  To study problems concerning the National Council's Bylaws; interpret bylaw questions; draft possible amendments to the Bylaws; and, implement solutions to Bylaws-related problems.  All proposed bylaw amendments will be presented to the Co-Chairpersons by the Bylaws Committee.

Section 3.  Research Committee.  To facilitate and coordinate research projects as directed by the National Council.

Section 4.  Education Initiatives Committee.  To facilitate and coordinate education initiatives for the health care professions and for the general public, as directed by the National Council.

Section 5.  Advocacy Committee.  To facilitate and coordinate advocacy efforts as directed by the National Council.

Section 6.  Liaison Committee.  To facilitate interaction and communication with other organizations that are not members of the National Council.
Article XII  Election Procedures

Section 1.  Elections will be held at the spring or fall National Council meetings or as needed in between the meetings via email.

Section 2.  The Nominating Committee will provide biographical sketches of the nominees to National Council members at least four weeks before elections for:

a... Representatives of organizations wishing to join the National Council.

b... Members running for the position of Co-Chairperson.

Section 3.  Members of the Nominating Committee or the Executive Director will be introduced to the National Council and will provide voting ballots to the voting members and will coordinate the voting process at the meeting or prior to the meeting for those unable to attend. They will tally the votes, and provide the results to the Co-Chairpersons before the end of the meeting.

Section 4.  There must be a quorum (51% of the National Council members) present or responding via email prior to the meeting for the election.  The votes will be counted in private by members of the Nominating Committee (Robert’s Rules of Order, Section 44). Those elected to join the National Council will be invited to the next scheduled meeting and those elected to Co-Chairperson positions shall begin to serve their term at the end of the election meeting.

Article XIV  Voting

Section 1.  Each voting member organization shall be entitled to one vote at any meeting.  No individual may serve as representative for more than one organization.  Unless otherwise specified in these Bylaws, decisions shall be made upon majority vote at any meeting where a quorum of designated representatives is present.

Section 2.  Voting for the election of Co-Chairpersons and National Council membership shall be conducted by secret ballot at the meeting or via email prior to the meeting for those unable to attend.  Unless ordered otherwise by the Co-Chairpersons, voting shall be by a showing of hands or via email tabulation by the Executive Director on all other issues at meetings or any other issue where, upon proper motion, a simple majority, of those voting members presents, so decides.

Article XV  National Council Projects or Products

Section 1.  Once projects or products for the National Council are identified, a synopsis of the proposal to include participants’ responsibilities and project parameters will be distributed to National Council members for clearance within their organizations.

Section 2.  Within six weeks of distribution of the proposal synopsis, discussion of the proposal and vote will be held by the National Council members either at one of the regularly scheduled meetings or via e-mail ballot.
Section 3. Approval of National Council involvement will be based upon a two-thirds majority affirmative vote of a quorum of National Council members entitled to vote and present.

Article XVI Amendments to Bylaws

Section 1. Amendments to the Bylaws may be proposed by voting members of the National Council. The sponsoring voting member of proposed amendments to these Bylaws shall have two other voting members' endorsement before submitting petition to the Bylaws Committee Chair at least eight weeks in advance of the next National Council meeting at which they will be considered for discussion.

Section 2. Bylaws Committee Chair will transmit petition to the Co-Chairpersons for review before sending notice to membership no later than two weeks before the meeting. This notice shall include the text of the current bylaws as marked to show the proposed changes and a discussion of the reasons for the changes.

Section 3. Amendments voted on at the meeting shall be adopted upon approval by two-thirds of the National Council members present and voting.