

Northern Plains Cancer Coalition By-Laws

I. Northern Plains Cancer Coalition

The name of the organization shall be the Northern Plains Cancer Coalition (NPCC)

II. Purpose of the Northern Plains Cancer Coalition

1. NPCC Mission:

The Northern Plains Cancer Coalition (NPCC) is committed to enhancing and increasing the quality of life and survivorship of cancer for American Indians in the Northern Plains by providing a forum for input, advocacy, education, collaboration, planning, and action along the cancer control continuum. This group of tribal and community stakeholders will work to achieve all of their goals in a manner that values the importance of traditional healing and medicine, embraces the spiritual components of life for many, and above all else respects individual, tribal, and cultural differences.

2. NPCC Long-Term Goals (changes we would like to see in 7-10 years):

For American Indians in the Northern Plains:

- a. Decrease the number that develop cancer
- b. Increase the quality of life for those who are affected by cancer
- c. Decrease the mortality of cancer patients

3. NPCC Philosophy and Framework:

- a. Tribal Sovereignty
- b. Culturally appropriate programs
- c. Evidence-based and outcome-oriented (accountability, data driven, evaluation)
- d. Continuum of Cancer Control
- e. Medicine Wheel Concept of Health

4. NPCC Roles:

- a. Provide an opportunity for networking and partnerships for tribes, states, universities, and other appropriate entities in the Northern Plains.
- b. Create a forum for discussion, advocacy, and proposals regarding efforts and activities along the cancer control continuum and including policy issues and data quality assurance
- c. Ensure greater communication and collaboration between the different groups involved in cancer control in the tribal communities of the Northern Plains

5. NPCC Activities:

- a. Write and implement a cancer plan that will be periodically revised
- b. Hold regional meetings to bring together Coalition members and other cancer stakeholders in the area (biennial Cancer Summit; and annual Coalition meetings)
- c. Participate in or facilitate some of the activities that are outlined in the cancer plan

III. Northern Plains Cancer Coalition Membership

1. NPCC Membership

Northern Plains Cancer Coalition membership is open to any organization or individual with an interest in American Indian cancer control and prevention for the Northern Plains (North Dakota, South Dakota, Nebraska, and Iowa).

2. NPCC Member Roles and Responsibilities:

- a. Member will be an active participant in conveying and promoting the mission and goals of the Northern Plains Cancer Coalition
- b. Member will make efforts to attend at least two Coalition meetings per year (this can be in-person and conference call meetings of the Coalition or Coalition subcommittees including the Steering Committee and Workgroups)
- c. Member will communicate with the Coalition and NPCCCP Staff by sharing ideas, recommendations, and successes and challenges for planning and implementing activities related to cancer prevention and control
- d. Member will help to write, provide input on, implement, and revise the Northern Plains American Indian Cancer Plan by:
 - i. Sitting on a Coalition workgroup and/or
 - ii. Being a leader in their own community/organization to advocate and collaborate on cancer prevention and control activities

3. NPCC Term of Membership

Members retain membership status as long as the Northern Plains Cancer Coalition membership responsibilities outlined in Section III are met

4. NPCC Meetings

- a. One in-person meeting of the NPCC will be held each year. This in-person meeting will either be held in conjunction with a biennial regional cancer summit, or be a smaller independent meeting primarily for coalition activities. The in-person meeting may be geographically divided into three separate meetings to decrease the amount of travel time and dollars for partners to attend a meeting.
- b. Staff of the NPCCCP program will provide organization and facilitation for these meetings as appropriate. Coalition, Steering Committee, and other ad hoc committee members will be asked to aid in this process.
- c. NPCCCP will send notice of date, time, location of meetings at least one month prior to all meetings primarily by email. If email is not available for an individual NPCCCP will make efforts to contact by FAX or phone.
- d. NPCCCP staff will distribute minutes from the meetings no later than one month following a meeting primarily by email. If email is not available NPCCCP will make efforts to FAX and mail as appropriate. Meeting minutes will also be posted to the AATCHB website when available.

IV. Northern Plains Cancer Coalition Steering Committee

The Steering Committee will act on behalf of the NPCC, making operational decisions to guide the NPCC to accomplish its mission and will assist with setting agendas, guiding discussion, and direction of the NPCC.

1. Steering Committee Membership

The Steering Committee will be open to any individual willing to commit to the roles and responsibilities of Steering Committee Members, but will be limited to a maximum of 20 members. At a minimum, there will be at least one representative from each of the following 10 groups/entities:

- i. Tribal Health Education
- ii. Community Health Representative
- iii. Tribal Health Leader
- iv. Tribal and/or Indian Health Service clinician
- v. Aberdeen Area Indian Health Service
- vi. Cancer Researcher
- vii. Tobacco Program
- viii. State CCC Program/Department of Health
- ix. American Indian Cancer Survivor
- x. Cancer organization and/or Foundation

2. Steering Committee Member Responsibilities

- a. Member will participate in four quarterly conference calls and one face-to-face meeting per year (if a member is unable to attend a meeting, they may designate an alternate to attend or provide input prior to the meeting by email or phone).
- b. Member will be an active participant in conveying and promoting the mission and goals of the Northern Plains Cancer Coalition.
- c. Member will provide input on and support processes related to writing and implementing a regional American Indian Cancer Plan.
- d. Member will help determine priority areas and projects for the Coalition.
- e. Member will sit on and/or chair a sub-committee that will create and implement a portion of the cancer plan as their time allows.
- f. Member will not be required to provide any funds or registration fees, but member or organization represented may be asked (but not obligated) to help secure funding and in-kind support for activities that promote and fulfill the NPCC mission, goals, objectives, and priorities.

3. Steering Committee Membership Term

- a. Members will serve a minimum of one and a maximum of four years.
- b. In case of a vacant position in any of the 10 designated groups/entities, NPCCCP staff and other Steering Committee members will be asked to recruit an individual to fill the position.

4. Meetings of the Steering Committee

- a. A minimum of one in-person meeting (may be held in conjunction with NPCC meetings) and four quarterly conference calls of the Steering Committee will be held each year.
- b. Steering Committee members are expected to be present at each Steering Committee meeting. However, in the event that a member of the Steering Committee is unable to attend a meeting, he/she may designate another individual to attend the meeting on his/her behalf, or notify NPCCCP staff that they will not be able to attend and provide their input on the meeting items via email or phone if possible. If a member has attended less than two of the meetings within a program year, the individual will be contacted to discuss their ability to devote their time to the Steering Committee.
- c. NPCCCP will send notice of date, time, and location of meetings at least one month prior to all meetings primarily by email. If email is not available for an individual NPCCCP will make efforts to contact by FAX and phone.
- d. NPCCCP staff will distribute minutes from the meetings no later than one month following a meeting primarily by email. If email is not available NPCCCP will make efforts to FAX and mail as appropriate. Meeting minutes will also be posted to the AATCHB website when it is available.

V. Northern Plains Cancer Coalition Co-Chairs

1. NPCC Co-Chairs

NPCC will have two Co-Chairs:

- a. One Co-Chair will be filled by the AATCHB Executive Director
- b. One Co-Chair will be filled by the Chairperson of the AATCHB Board of Directors.

2. Co-Chairs Responsibilities:

- a. Serve as spokespeople for the NPCC
- b. Attend, speak at, and help facilitate in-person NPCC meetings
- c. Sign official documents for the NPCC
- d. Assist with setting agendas and priorities
- e. Assist with other activities that are outlined in the Cancer Plan as necessary

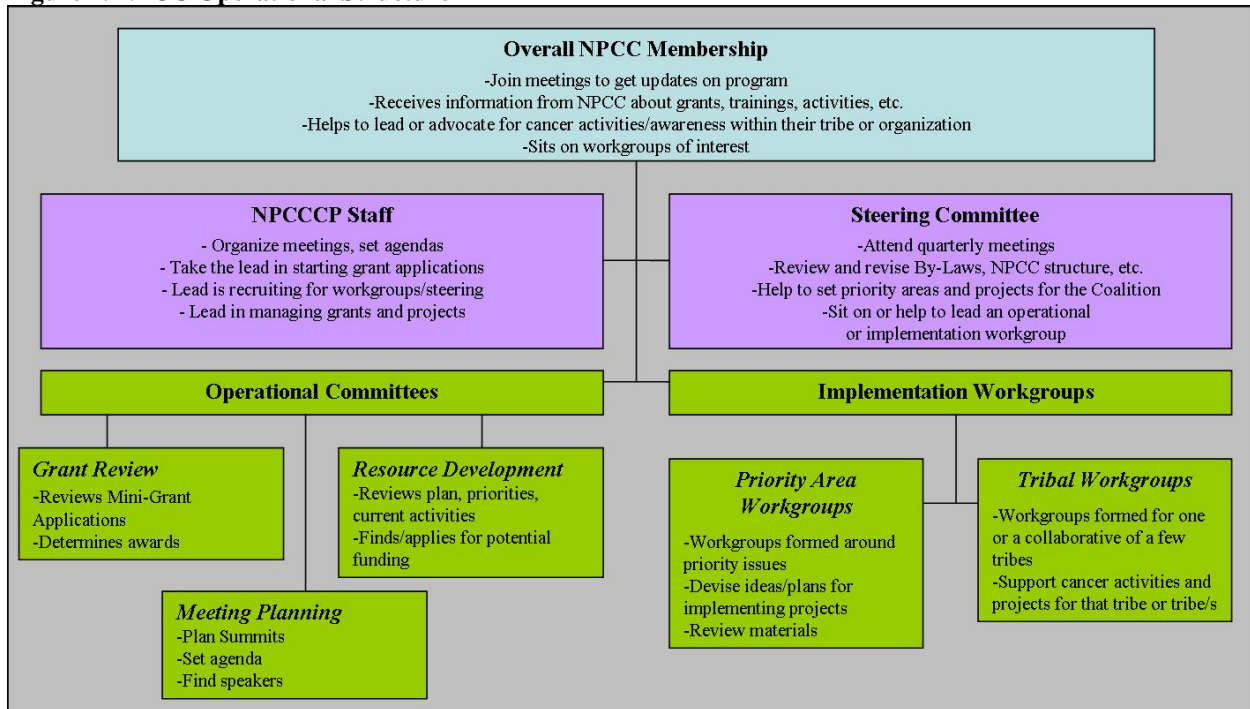
3. Co-Chair Term

The Co-Chairs will serve as long as they retain their AATCHB positions as executive director and chairperson.

VI. Coalition Structure

Figure 1 represents the operational structure of the NPCC. This is reviewed on an annual basis by the Steering Committee to determine if changes and revisions need to be made in order to help the Coalition operate more effectively.

Figure 1. NPCC Operational Structure



1. Operational Committees

a. Grant Review

- i. A grant review committee of 5 individuals will review, score, and approve funding for tribes requesting funds from NPCCCP in order to implement cancer plan activities
- ii. Members of the grant review committee may be selected among Coalition members and individuals outside the Coalition who are experts in the subject area
- iii. Grant Review Committee Members will be asked to spend approximately 15 hours per year to review and score mini-grant applications
- iv. The grant review committee will meet once per year by conference call to discuss scoring of applications and come to a consensus on which applications to fund. If a consensus cannot be reached within the conference call period, a vote will be taken.

b. Meeting Planning

- i. A meeting planning committee of at least 5 individuals will help to plan the annual in-person Coalition meetings and Summits
- ii. Members will help set the agenda, recruit speakers, raise funds, and review materials as necessary
- iii. The committee will meet a minimum of four and a maximum of 12 times per year.

- c. Resource Development
 - i. A resource development committee of at least 5 individuals will help to raise funds to implement cancer plan projects
 - ii. Members will help review current projects, plan priorities, and potential funding sources in order to determine appropriate applications and inquiries to submit
 - iii. The committee will meet at a minimum of four times per year and a maximum of 12 times per year.

2. **Implementation Workgroups**

- a. Priority Area Workgroups
 - i. Priority Area Workgroups will work on priority areas as determined by the Steering Committee and other consultation with tribal health leaders
 - ii. There will be two to three of these workgroups
 - iii. Members will help determine appropriate plans for implementing projects, review materials, and provide a route to implement the activities in tribal communities
 - iv. The committees will meet at a minimum of four times per year and a maximum of 12 times per year.

- b. Tribal Workgroups
 - i. Tribal Workgroups will be formed to provide support to one or a collaboration of several tribes.
 - ii. There will be two to three of these workgroups
 - iii. Members will support projects that will be carried out for specific tribal communities.
 - iv. The committees will meet at a minimum of four times per year and a maximum of 12 times per year.

VII. Non-Competition

It is not the intention of the NPCC and its workgroups to compete with individual tribes in the region for grants or funds.

- 1. If it is known that an individual tribe wishes to apply for a grant, NPCC will:
 - a. Offer assistance and collaboration on the application and project if appropriate and feasible
 - b. Refrain from submitting an application for the same grant unless the tribe gives NPCC permission to do so

- 2. If a granting agency is awarding multiple projects, NPCC may apply but only with the stipulation that the granting agency will not award NPCC instead of a tribe

VIII. Amendments to the Northern Plains Cancer Coalition By-Laws

The Steering Committee must review these Bylaws on an annual basis to determine whether any substantial changes are needed to more fully engage NPCC members in the operation of the NPCC and implementation of the Cancer Plan.

XI. Role of the NPCCCP Staff

Staff from the Aberdeen Area Tribal Chairmen's Health Board - Northern Plains Comprehensive Cancer Control Program will provide administrative support for the effective operation of the Northern Plains Cancer Coalition.

1. NPCCCP Staff roles/responsibilities:

- a. Serve as a coordinating body for all Coalition activities, including the development, implementation, and maintenance of a cancer plan
- b. Identify, recruit, inform, and maintain Coalition membership
- c. Coordinate NPCC operational and implementation workgroups
- d. Coordinate all Coalition meeting times, locations, and dates
- e. Attend Coalition meetings and provide related materials, agenda, attendance sheets, previous meeting minutes, and take meeting notes
- f. Send minutes and other correspondence to Coalition members in a timely manner, preferably no later than 2 weeks following a meeting
- g. Help to provide or organize training and educational programs for the Coalition
- h. Lead in coordination to implement priority activities
- i. Lead in applying for funds and managing grants in order to implement priorities
- j. Provide overall evaluation of Coalition activities