

# **Colleges Against Cancer**

## **Organization Structure and By-Laws**

Colleges Against Cancer will have 4 levels of membership.

- Executive Board
  - The executive board will consist of the two Presidents (Event Chairs), the American Cancer Society Advisor, the Executive Secretary, the Recruitment Lead and the Accounting Lead.
  - To be a member of the executive board you must be a club member for a minimum of one semester prior to taking a position and in good standing with the club.
  - Executive board members are required to attend every e-board meeting and every general meeting. Members will be excused if an excuse is submitted 12 hours prior to the meeting.
  - To hold an executive board position a member must submit an application in the beginning of the semester prior to the semester which the position will be held. The application will be reviewed and the position will be selected by the current executive board and the American Cancer Society.
- Leads
  - Leads are in charge of committees made up of general members. There will be one lead per committee. (The different committees are detailed in a further section)

- Leads will be required to hold a minimum of one monthly meeting with their committee then additionally meetings as needed.
- Leads will be required to attend every Lead meeting, and every general meeting.
- Leads will be required to submit a detailed report of their committee meetings to the Presidents and Club Secretary.
- To become a lead you must submit an application to the executive board then the executive board and American Cancer Society advisor will select the lead positions.
- General Members
  - General members will be assigned to specific committees based on their interests.
  - General members are required to attend their Committee Leads meetings and participate in the committee tasks.
  - Every member is eligible to be a general member.
  - If a general member is intentionally not contributing to the committee (several unexcused absences to meetings, not participating) then the executive board will meet with them and has the ability to remove them from the club.
- Volunteer Membership
  - Volunteer members will not be on the club roster.
  - Volunteer members do not have a vote in any meetings.
  - The Volunteer Committee Lead will be responsible for facilitating the Volunteer Members when needed.
  - Volunteer members will be on all club mailing lists.
  - Volunteer members are required to attend and assist at the Relay for Life event.

- Volunteer members are still members of the club and can bring an issue to executive board to be considered they also can put Colleges Against Cancer involvement on their resume.

- Committees

- Accounting
- Logistics
- Marketing
- Decorations
- Team Recruitment
- Sponsorship
- Survivorship
- Luminaria
- Entertainment
- Activities
- Volunteer