



November 1, 2012

Dear FWAYAOC partners and members,

First, thank you for your vote of confidence and your vote of support for our Coalition. On the 25th of September, 2012, the by-laws for the Fort Worth Adolescent and Young Adult Oncology Coalition were emailed to 46 involved and interested entities of the FWAYAOC.

The votes which were received by midnight on the 30th September were as follows:

34 for approval of the by-laws as they stand

0 against

12 no response from the recipient

Given a 74 % approval, the by-laws stand as approved by simple majority on October 1st, 2012.

Secondly, it is now time for you to consider becoming a Founding Partner. To become a Founding Partner, complete the partnership form and pay your dues by December 1, 2012, which will provide your organization membership until February 28, 2014.

Thirdly, it is an honor and privilege to be working with such a visionary and progressive team. Paula, Joe and I thank you for approving us as your officers and look forward to an exciting future with you as we all move the FWAYAOC vision forward.

Thank you,

Dr. Karen Albritton
Chair of the FWAYAOC

FORT WORTH ADOLESCENT AND YOUNG
ADULT ONCOLOGY COALITION

BYLAWS

I. NAME

The official name of this organization is FORT WORTH ADOLESCENT AND YOUNG ADULT ONCOLOGY COALITION and shall be referred to hereinafter as FWAYAOC. These bylaws constitute the code of rules adopted by the FWAYAOC for the management of its affairs.

II. VISION/MISSION

A. VISION

Every Adolescent/Young Adult (AYA) cancer patient in our community will receive comprehensive and age appropriate care of the highest standard.

B. MISSION

Enable the healthcare community to provide the highest standard of adolescent and young adults care.

Establish an environment of connectivity that meets the unique needs of the adolescent and young adult patient.

Create community awareness and appreciation for the reality of adolescent and young adults with cancer.

III. ROLE OF HEALTHY TARRANT COUNTY COLLABORATION AS AN UMBRELLA ORGANIZATION

Healthy Tarrant County Collaboration, hereinafter known as HTCC, is an incorporated 501(c)(3) corporation pursuant to the Internal Revenue Code. Its membership includes many entities including various Tarrant County hospitals, health care executives along with various educational institutions. Their goals are varied but focus on building community health and medicine competencies across the many organizations and community groups interested in health matters and increasing awareness of and communication across health coalitions and collaborations. Their health care strategies include many that are consistent with national policies and a program known as Healthy People 2020.

FWAYAOC is a non-voting member of HTCC, operating under its umbrella, and is able to share and benefit from its Section 503(c)(3) status including the ability to apply for grant funds and accept contributions and donations as charitable contributions for IRS purposes.

FWAYAOC will further be able to take advantage of the established financial procedures for HTCC as well as its annual audit process.

FWAYAOC is not required to participate in HTCC meetings and/or programs to remain in good standing as a non-voting member.

IV. VOTING PARTNERSHIP AND NON-VOTING MEMBERSHIP

A. COMPOSITION

Participation in FWAYAOC consists of two categories: voting partners and non-voting members. Any corporation, organization or individual in good standing in the community who is committed to improving the health and well-being of adolescents and young adult cancer patients in Tarrant County may apply for voting partnership status. Non-voting membership is open to corporations, organizations and individuals who support the mission of FWAYAOC.

FWAYAOC should reflect the Tarrant County community by being diverse in its membership, including but not limited to geographic, gender and race/ethnic factors. Additionally, ecosystem representation will be pursued by including members of various Tarrant County entities such as school districts, public health, medical care and social service entities; and government, business and faith-based organizations and citizen volunteers.

B. APPLICATIONS, REVIEWS AND RESIGNATIONS

Application for either Partner or Membership status shall be made to the FWAYAOC coordinator and reviewed by the Membership Committee. Partners and members acceptance will be determined by a majority vote of the Leadership Team. To complete the process, the applicant must agree to abide by these Bylaws and to sign a Partner/Membership Commitment letter.

Each year, the Membership Committee will review the standing of each partner and member on the basis of attendance, participation, and currency of dues. Partners and members who are felt to be negligent or counter to the good of the FWAYAOC will be brought to the attention of the Leadership Committee, who will vote on the continued status of the partner/member. Partners/members can appeal a decision via written or in-

person presentation and the decision determined by majority vote of the FWAYAOC will be considered final.

Any resignations should be in writing and sent to the FWAYAOC Membership Committee.

C. PARTNERSHIP/ MEMBERSHIP REQUIREMENTS AND RIGHTS

1. ATTENDANCE:

A voting partner or their representative is expected to attend all core FWAYAOC meetings to remain in good standing. If one (1) meeting is missed, they will be contacted, if two (2) meetings are missed, they will be contacted again and placed on probation, and if three (3) meetings are missed, they shall be contacted again to discuss their continued participation and recommendation for consideration of withdrawal of partnership shall be made to the Leadership Committee. If contact cannot be made, it will be assumed that the partner has resigned. Any partner who resigns, or assumes to have resigned, will not be considered to be a voting partner.

No minimal attendance is required of non-voting members.

2. PARTICIPATION:

Every Partner is expected to be actively engaged in the activities of FWAYAOC. More specifically, it is expected that the partner will participate in the implementation of FWAYAOC's Strategic Action Plan by working on a work group or being actively involved in facets of the strategic plan as follows:

- a) participate in FWAYAOC events and/or represent it at various community events; and/or
- b) assemble and/or distribute FWAYAOC materials in the community; and/or
- c) advocate for AYA oncology issues at the local, state or national policy levels; and/or
- d) research or collect data on AYA cancer issues which lie within specific FWAYAOC focus areas; and/or
- e) educate the community about the needs for the donation of in-kind goods and services to further the FWAYAOC mission.

An annual evaluation of participation will be reviewed with each voting partner.

3. DUES:

Beginning on March 1, 2013, a voting partnership fee schedule will be instituted. This will be an annual fee for the period of time covering March 1 to February 28/29. The Partner dues will be pro-rated based upon the date a new partner joins FWAYAOC. A voting partner is expected to be current on all dues. They will be contacted and given a sixty (60) day notification if they are late on their payment.

The partner fee schedule is as follows:

For profit organization	\$7,500.00
Non-profit health delivery organizations	5,000.00
Educational institutions	500.00
Non-profit support & care organizations	300.00
Individuals	150.00

There is no financial requirement for non-voting membership.

4. VOTING RIGHTS:

Major decisions will be made by vote of the voting partners. They will each have one vote per partner entity along with a vote from the chair, the vice-chair and the secretary. Members are non-voting participants.

5. DECISIONS FOR THE GOOD OF ALL AND CONFLICT OF INTEREST

Partners/Members of FWAYAOC are responsible for making decisions that are in the best interest of the community. All participants in FWAYAOC shall subordinate their own personal or professional interests if they are in conflict with the Vision and Mission of FWAYAOC.

Serving FWAYAOC may offer opportunities for Partners/Members to benefit from decisions of FWAYAOC. Any Partner/Member shall disclose any conflict of interest that arises and again shall subordinate their own interests if such interests are in conflict with the best interest of FWAYAOC.

V. GOVERNANCE AND STRUCTURE

A. MEETINGS

Core meetings of FWAYAOC will be held at least three (3) times per year. Special meetings can be called by the FWAYAOC Chair or Vice-chair; attendance will only be required if >14 days notice is given. Meetings may be cancelled with adequate notice to all Partners/Members.

A quorum shall be defined as the presence of 50% plus one of the voting partners at any regular or special meeting. A quorum will be necessary in order to carry out any business

of FWAYAOC including the amendment of these Bylaws or any other rules or regulations. A simple majority of the quorum will be required for passing any action.

The Leadership Team will notify in writing all FWAYOAC Partners/Members of all proposed changes to these Bylaws at least 14 days prior to the meeting.

Robert's Rules of Order will be utilized as necessary in the orderly carrying out of the meeting's business.

E-mail and/or conference calls may be utilized when necessary to have a meeting or take a vote. When using the conference call method, all parties must be able to both hear and vocally participate in the call/vote.

Bylaws are to be reviewed on an annual basis to insure that they remain relevant and appropriate.

B. LEADERSHIP TEAM AND OFFICERS

1. LEADERSHIP TEAM:

The Leadership Team shall consist of the Chair, Past-Chair, Vice-Chair, Secretary/Treasurer and active work groups/committee Chair/Co-chairs.

Meetings will be as needed and shall be called only by the Chair or Vice-chair. A quorum (50% plus one) will be necessary to conduct business and must include 1 officer. A simple majority of the quorum will be required to pass any action.

Leadership Team meetings are open and all FWAYAOC Partners and Members are welcome and encouraged to attend.

The role of the Leadership Team is to provide guidance for FWAYAOC activities and growth. More specifically these responsibilities may be enumerated as follows:

1. Regularly reviewing the strategic and action plans to keep FWAYAOC on target with its stated goals and strategies;
2. Recommending priority areas for FWAYAOC activities in concert with assessment data and promising/evidence-based practices;
3. Monitoring progress and evaluating all committee, work group and/or ad hoc work group actions for their effectiveness, and reviewing and acting upon any request for approval of actions from said committees.

4. Verifying good standing status of FWAYAOC Partners/members on a yearly basis and voting on dismissal;
5. Performing an annual review of the coalition bylaws and making amendments as required;
6. Voting on acceptance of new Partners/members;
7. Appointing two (2) of its members to serve on the Nominating Committee;
8. Facilitating good decision processes and effective achievement of FWAYAOC goals/objectives through promoting collaboration, respect and honesty among its members;
9. Preparing orientation materials and conduct orientation with all new partners/ members; and
10. Assessing partner/member satisfaction

2. OFFICERS:

The officers of the FWAYAOC shall include Chair; Vice-Chair and Secretary/Treasurer. Initial officers of the FWAYAOC will be Dr. Karen Albritton, Chair, Paula Fultz, Vice-chair, and Joe Busch, Secretary/Treasurer. A new secretary will be nominated and elected in 2013, and a new vice-chair and Chair-elect in 2014.

The nominating committee, responsible for putting forth a ballot of officers, shall consist of five (5) persons (two from the Leadership Team and three general Partner representatives/members) and shall be selected in January by the Chair. The nominating committee shall consider representation from the various active member organizations. The nominating committee shall submit its recommendations to the Leadership Committee in February of each year. Officers shall be elected by majority vote of the voting Partners at the March meeting and shall begin their term on April 1.

Elected Vice-Chair and Secretary/Treasurer shall be appointed for two (2) year terms, and the appointments of these officers will expire on a staggered basis. They may serve for two consecutive two (2) year terms (for a total of four (4) years in the same office. Following two consecutive terms, they may not be re-elected until a minimum of one (1) year has elapsed.

Elections for Chair will occur every year. The elected shall serve a year as Chair-elect, one year as Chair and one year as Past-Chair (for a total of three (3) years). A Past-Chair will be able to be re-elected after a minimum of one (1) year has elapsed. The same person may serve as Chair-elect and finish a term as a Vice-Chair or Secretary/treasurer during the same year.

The role of the Chair of FWAYAOC shall be to provide the leadership the coalition will need to carry out its activities to insure that the goals and objectives are being achieved. More specifically, this leadership will include, but not be limited, to the following:

1. Appointing committees and nominating chairs/co-chairs in consultation with the Leadership Team;
2. Working with the Secretary to set the agenda for all FWAYAOC and Leadership Team meetings;
3. Presiding at all FWAYAOC and Leadership meetings;
4. Facilitating good decision processes to effect the achievement of all the goals/objectives of FWAYAOC, by promoting collaboration, respect and honesty among members;
5. Attending work group meetings, if necessary;
6. Representing FWAYAOC in the community.

The role of the Vice-Chair is to support the Chair by providing leadership for FWAYAOC activities and meetings to facilitate the successful completion of its goals and objectives. More specifically, this leadership will include, but not be limited, to the following:

1. Serving as Chair at FWAYAOC meetings and attending work groups if the Chair is unable to attend;
2. Helping plan and implement the annual volunteer recognition;
3. Reviewing participation with each Partner annually
4. Supporting the Leadership Team and work groups;
5. Coordinating work group activities to avoid duplication of effort and facilitate reaching goals and objectives; and
6. Representing FWAYAOC in the community

The role of the Secretary/Treasurer is to support the Leadership Team and facilitate FWAYAOC operations. More specifically, this leadership will include, but not be limited, to the following:

1. Assuring meeting logistics (invitations, space, audiovisual, refreshments)
2. Recording the minutes of all FWAYAOC meetings and making them available to all members within fourteen (14) days after each meeting;
3. Sending out other FWAYAOC and work group meeting notices, minutes and all other correspondence as is needed;
4. Working with the Membership Committee to assure Partnership dues are current

5. Maintaining financial records and filing necessary records with HTCC
6. Monitoring and documenting alignment of FWAYAOC activities with strategic plan and evaluation; and
7. Representing FWAYAOC in the community;

C. COMMITTEE, WORK GROUPS AND AD HOC WORK GROUPS (SUBCOMMITTEES)

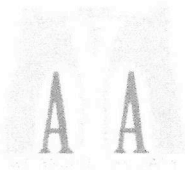
FWAYAOC may form committees, work groups and ad hoc work groups as may be needed to carry out its policies, procedures and decisions.

The work groups and ad hoc work groups shall be organized according to the operational needs or areas of focus as determined by information compiled by FWAYAOC and other sources.

The role of Chairs or Co-Chairs of any work committee or group is to provide leadership for his/her group activities. Responsibilities of Chairs/Co-Chairs include:

1. Fulfilling work group objectives and carrying out activities as delegated by the Leadership Team.
2. With assistance from the Membership Committee, identifying and recruiting work group members;
3. Chairing work group meetings and working with the FWAYAOC Secretary to plan meeting dates/locations and work group activities;
4. Assuring that attendance and minutes/summary points are recorded at all committee activities, and events, which shall be submitted to the Secretary within two (2) weeks;
5. Attending and contributing to Leadership committee meetings; and
6. Making regular reports to FWAYAOC regarding work group accomplishments and challenges.

NOTE: Work groups are to be identified and defined by the coalition. As a general rule, ad hoc committees are not included in the Bylaws.



The Fort Worth Adolescent and Young Adult Oncology Taskforce was begun on March 1, 2011; our first meeting was held at the Botanic Gardens in Fort Worth, Texas. On Tuesday, the 25th of September, 2012, the attached by-laws for the Fort Worth Adolescent and Young Adult Oncology Coalition were emailed to 46 involved and interested entities on the Fort Worth AYAC Taskforce.

The participants were given to Sunday the 30th of September at midnight to vote for or against these by-laws as our governing document.

The votes were as follows:

- 34 for approval of these as they stand
- 0 against
- 12 no response from the recipient

Given a 74 % approval, these by-laws stand as approved as of October 1st, 2012.

Dr. Karen Albritton, Chair of the FWAYAOC

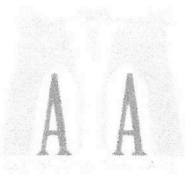
Date

Paula Fultz, Vice- Chair of the FWAYAOC

Date

Joe Busch, Secretary/Treasurer of the FWAYAOC

Date



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