

COLLEGIATE CANCER COUNCIL



MEMBER HANDBOOK

“CHANGING LIVES ONE COMMUNITY AT A TIME”

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Introduction

The Collegiate Cancer Council (CCC), a student-run cancer awareness and health disparities organization, was formed by 18 students from the College of Natural Sciences and Mathematics and the College of Education at the University of Houston. After their attendance at the 9th Biennial Symposium on Minorities, the Medically Underserved and Cancer, hosted by the Intercultural Cancer Council and Baylor College of Medicine, the students were inspired to take on the issues of cancer awareness and health disparities at the University of Houston and the Third Ward Community. The CCC took the campus and the community by storm in its inaugural year, earning the students the award for the University of Houston's "Best New Student Organization of the Year."

In just one year since its creation, the CCC has welcomed nearly one dozen speakers on cancer and health disparities at its general meetings and co-hosted a Breast Cancer Survivor's Brown Bag Luncheon and roundtable with the Women's Resource Center. Perhaps most significant, the Collegiate Cancer Council held the First Annual Campus-Wide Skin Cancer Screening. Nearly 100 students, faculty, and staff came out on a Saturday morning to have their skin, blood pressure and vision screened. The CCC also took their message to the community, participating in the American Cancer Society's Relay for Life, racing in the Texas Dragon Boat Association Race and providing educational materials about cancer prevention to hundreds of community members.

The CCC also received \$2,500.00 in grants from the American Medical Association Foundation and Youth Venture to create an innovative "Cancer Control Toolbox," which will provide information about cancer and regional healthcare resources to the diverse Greater Houston community. The students of the Collegiate Cancer Council endeavor to be a resource in the community where they receive their education and look forward to many more successful years ahead.

THE CONSTITUTION AND CODES OF THE COLLEGIATE CANCER COUNCIL

I. Definitions

Active: An attendance of 90 percent of all meetings and all events per semester.

Alumni: A Collegiate Cancer Council Officer that has graduated from that university.

Collegiate: Of, relating to, or held to resemble a college.

Constitution: The Supreme law of the Collegiate Cancer Council. It can only be amended by a majority vote of the Executive Board of the Collegiate Cancer Council with pre-approval from the National Office. Originally ratified in Summer 2004. Amended in Fall 2006.

Council: A body of people that serve as the Advisory Committee, the Board of Directors, and the General Membership.

Term: One continuous school year.

II. Purpose and Action

Through a sustained and expanding national commitment to improve the health of one community at a time, Collegiate Cancer Councils aim to:

- A. **Educate the public** about cancer prevention and the additional risks associated with health disparities.
 - Educate ourselves on existing health knowledge and practices to prevent cancer
 - Understand the causes and pursue solutions to reduce health disparities
 - Work with community leaders to reach at-risk populations with potentially life saving information
- B. **Influence health policy** to reduce overall morbidity and mortality as well as health disparities.
 - Educate ourselves on existing health policies that are known to influence public health and access to quality cancer care
 - Understand the causes and pursue solutions to reduce health disparities through public policy
 - Work with community leaders in local, state, and federal government to effect positive changes
- C. **Promote careers in cancer** among all students and disciplines with an emphasis on minorities and medically underserved populations.
 - Educate ourselves on the breadth and depth of career opportunities in cancer
 - Understand the causes and solutions of the workforce shortages and low representation of minorities in the health workforce
 - Work with students and campus leaders to encourage careers in cancer

III. The National Council

- A. **National Advisory Committee:** This committee is comprised of the faculty and staff at the National Office and community members that the CCC National Office has agreed upon to bestow the title of serving as advisors for the CCC. This committee will be responsible for helping the CCC find sponsors and make sure that they are kept updated on all functions of the different CCC Chapters around the country.
- B. **National Honorary Committee:** This committee is comprised of all the members given and agreed upon the title of Honorary Member by the CCC National Office. These members are community members with whom the CCC interacts with and those who have a vested interest in the purpose and goals of the CCC.

IV. The Local Chapter of the Collegiate Cancer Council

- A. **Advisory Committee:** This committee is comprised of faculty advisors and founders of the Collegiate Cancer Council from the local campus. Members of this committee will help maintain continuity among new and established members to maintain the goals and purpose of the CCC. The founders are asked to serve voluntarily on this committee. Given the role that this group can play in helping establish and stabilize a chapter, it is recommended that this committee meet with the President and the Vice President on a semester basis.
- B. **Chapter Board of Directors and Committees:** The board is comprised of the President, Vice President, and Chairs of Committees responsible for key functions in the organization: Communications and Publicity, Education, Events, Finance, History, Recruitment, and the Website. The general responsibilities of the board are to:
 - Provide leadership for the CCC through its offices and committees to fulfill its organizational purpose and promote its action;
 - Attend board meetings and events;
 - Ratify a slate of officers for election by a majority vote of the membership; and
 - Amend to the constitution and codes with pre-approval from the National Office.

Members who have been active for a minimum of one year can be considered for nomination to the election slate for the Board of Directors. The Board terms begins at the end of one academic year, typically in the spring, and lasts until the end of the next academic year. Each officer can be elected for a maximum of two consecutive terms. Members of the Board of Directors are asked to contribute an annual membership fee of half the rate of members (currently, \$10.00).

1. **President:** The President serves as a primary representative of the organization and its mission and holds primary responsibility for overseeing its internal and external activities. The President's duties typically include:
 - Serving as a liaison to your campus's student governing body to understand the rules by which the CCC must abide, to establish and maintain its status as an official student organization, and to secure any funding available from the college/university to support CCC activities;

- Establishing the basic infrastructure of the organization such as defining administrative procedures and systems for recruiting, tracking, and communicating with members as well as acquiring supplies to support CCC operations (office space, supplies, and stationary);
 - Convening the CCC Membership on a monthly basis for meetings or events;
 - Convening a Board meeting with the Committee Chairs on a monthly basis;
 - Convening an Advisory Committee meeting on a semester basis;
 - Fostering a collaborative environment among the membership; and
 - Ensuring a smooth transition of officers from year to year.
2. **Vice President:** The Vice President supports the President in all duties and fulfills the duties of the President in his/her absence.

The Committees:

3. **Communications and Publicity Committee:** The Communications and Publicity Committee is responsible for communicating with sponsors and national advisory members in the region or state regarding CCC events and activities. The Chair of Communications and Publicity is responsible for leading the efforts of the committee. Typical duties include:
- Writing and/or reviewing correspondence with sponsors and national advisory members in your state;
 - Developing a publicity plan for events and activities targeting key community and media contacts;
 - Providing the National Advisory Members with the monthly newsletter; and
 - Updating the list of the National Advisory Members with the National Office.
4. **Education Committee:** The Education Committee is responsible for managing the educational resources that the CCC uses to educate the membership and the community on cancer and health disparities. This committee is also responsible for running the Monthly Student Journal Club. The Chair of Education is responsible for leading the efforts of the committee. Typical duties include:
- Establishing and maintaining good relationships with local, state, and national cancer education resources including but not limited to hospitals and cancer centers, local advocacy and professional organizations, public and university libraries, state and local health departments (refer to the Speaker's Kit Resource List Handout);
 - Collecting and organizing educational materials (e.g. brochures, books, pamphlets, posters, anatomical demonstration models) that are utilized by the CCC at community and university events;
 - Securing and managing grants that fund public education projects on cancer and/or health disparities;
 - Working with the Board to secure relevant speakers for each general meeting of the CCC;
 - Working with the Chair of Events to provide appropriate educational material for any CCC event; and
 - Supervising the Student Journal Club.
5. **Events Committee:** The Events Committee is responsible for planning and executing events that

allow the organization to accomplish its purpose based upon recommendations from the Board and the Membership. The Chair of Events is responsible for leading the efforts of the committee. Typical duties include:

- Soliciting event ideas from the Board and Membership;
- Coordinating the planning and execution of all events; and
- Developing and maintaining awareness of other events that are occurring within the state, related to cancer and health disparities.

6. **Finance Committee:** The Finance Committee is responsible for managing the financial stability of the organization. The Chair of Finance will work with the Board to determine the funding needs of each committee in the form of an annual budget and seek funding sources from the university and outside sources. In collaboration with the Board, the Chair of Finance will seek grant funding as well as monetary and in-kind donation to pursue the work of the CCC. The Chair of Finance is responsible for overseeing financial matters for the organization. Typical duties include:

- Initiating good communication with the committees to ensure precise budget planning for projects;
- Maintaining sound financial records, files, and practices including invoices, bills, vouchers, or other documents;
- Managing all checks and deposits and balancing the bank account on a monthly basis;
- Creating reports on a regular and ad hoc basis to keep the board apprised of the organization's financial status;
- Seeking funding and resources including potential donors; and
- Securing nonprofit status and attending to any tax obligations if needed.

7. **History Committee:** The History Committee is responsible for keeping a record of all events and meetings to document the chapter's accomplishments for future reference and readily shared accomplishments with all of the other chapters around the country. The Chair of History is responsible for leading the efforts of the committee. Typical duties include:

- Providing an update to the National Office regarding the progress of the organization two times during the first academic year of the chapter's existence (at six months and at 12 months from the time of the chapter's establishment) and then once every month. This information can be submitted through the internet at ccc.iccnetwork.org.
- Recording the history of the chapter of the Collegiate Cancer Council for the purpose of creating a repository of information about the membership, meeting minutes, event calendars, pictures, and accomplishments;
- Promoting use of the information to ease the execution and promote the success of future actions;
- Providing photos for use on the website, in newsletters, and in other promotional publications.
- Creating a slide show for the biennial meeting or other promotional events; and
- Collaborating with the Chair of Recruitment to ensure that the information used on promotional materials and the website are updated.

8. **Recruitment Committee:** The Recruitment Committee is responsible for recruiting and retaining an

active membership and for communicating with members and potential members regarding CCC events. Notification of events should be made in a timely manner to ensure adequate notice (i.e. 1 week in advance for routine events; 3-4 weeks for special events (e.g. a banquet including advisors, officers, members, and sponsors)). This committee is also responsible for planning general membership meetings. The Chair of Recruitment is responsible for leading the efforts of the committee. Typical duties include:

- Seeking new members and processing applications for new members;
- Maintaining a record of member attendance and assessing membership participation on a regular basis;
- Managing communication with the members including the distribution of flyers, telephone calls, and e-mails; and
- Maintaining records of the general membership applications and database.

9. **Webmaster**: The Webmaster is responsible for creating and maintaining the website so that members have easy access to current information on all goals and events of the CCC. This position requires knowledge of web design. Typical duties include:

- Obtaining an URL for a website, organizational e-mail address, and LISTSERV from the Information Technology Office at your university;
- Maintaining the CCC website with current information so members have easy access to all events, missions, and goals of the CCC;
- Posting pictures of the various activities, committee meeting minutes, and general meeting minutes; and
- Linking the website to other chapters and coordinating with other chapters to improve communication.

V. Election of Officer

A. All Members who have been active in the CCC for 1 year are eligible to be nominated for a position on the Board of Directors. Members interested in being considered for a leadership position should complete an application form. A Nominating Committee composed of the President, Vice President, and 3 At Large Members will review the applications and recommend a slate to the Board of Directors. With approval from the Board of Directors, an election will be conducted with the general membership.

There are two ways that may help you decide how to select the “3 At Large Members” for the creation of the Nominating Committee. They are:

1. The President nominates 3 potential candidates and receives consensus on the nominations from the other officers.
2. A point system is created at the beginning of the semester that evaluates the activeness of the membership. Criteria for activeness is developed with points awarded at pre-determined times during the academic year. At the end of the academic year, member’s points are tallied and the most active members (top three) are invited to participate as the “At Large Members” of the Nominating Committee.

B. In order to have a slate of officers in place for the academic year, the following timeline is

recommended:

1. Members interested in Board positions should submit their applications to the President 3 months prior to the end of the spring term (prior to Spring Break in most schools.)
2. The Nominating Committee will review applications, conduct interviews, and propose a slate to the Board of Directors within a month of the application deadline.
3. A general election among the Membership will be conducted in person, by email, fax, or mail, or according to the standards established by your campus organization.
4. The newly elected Board of Directors will take office at the conclusion of the spring term and last until the end of the spring term the following year.

VI. Membership

A. Members of the CCC agree to:

1. Maintain status as a student (either part-time or full-time), faculty, staff, or alumni of the university.
2. Pay an Annual Membership fee (currently \$20.00) if financially feasible.
3. Attend meetings and events to the best of his or her ability.
4. Participate in at least one committee.
5. Advance the cause of the organization.
6. Abide by the organizational constitution and codes.
7. Adhere to the Student Life policies of the university.

THE FOUNDERS

1. **Ahmed Al-Kalla:**

“Not everything that is faced can be changed, but nothing can be changed until it is faced.” - James Baldwin

Hometown: Abu Dhabi, United Arab Emirates

Class of: 2006

Major: Biology / Pre-Medicine

2. **Tyisha Barrett:**

“The continual pursuit of excellence.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology

3. **Adham Bear:**

“Tread softly so as not to disturb the ants.” - Anonymous

Hometown: Houston, Texas

Class of: 2005

Major: Biochemical and Biophysical Sciences

4. **Kelley Benjamin:**

“Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, that most frightens us. We ask ourselves, who am I to be brilliant, gorgeous, talented, and fabulous? Actually, who are you not to be? You are a child of God. Your playing small does not serve the world. We were born to make manifest the glory of God that is within us. It is not just in some of us; it is in everyone. And as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others.” -

Marianne Williamson

Hometown: Houston, Texas

Class of: 2006

Major: Health

5. **Franziska Borchert:**

“Giving people medicine and not giving them food is like washing your hands and drying them in dirt.” - Haitian Saying.

Hometown: Stuttgart, Germany

Class of: 2005

Major: Pre-Medicine

6. **Jazmine Cooper:**

“I can do all things through Christ who strengthens me.” - Philippians 4:13

Hometown: Houston, Texas

Class of: 2006

Major: Biology

7. Jose Figueroa

“...Yo te bendigo, vida, porque nunca me diste ni esperanza fallida, ni trabajos injustos, ni pena inmerecida; porque veo al final de mi rudo camino que yo fui el arquitecto de mi propio destino...Amé, fui amado, el sol acarició mi faz. ¡Vida, nada me debes! ¡Vida, estamos en paz!” - Amado Nervo

Hometown: Freeport, Texas

Class of: 2005

Major: Biology

8. Winfred Frazier:

“All roads lead to Zinder.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology and Psychology (Double Degree)

9. Soniya Gheewala:

“The happiest of people don’t necessarily have the best of everything; they just make the best of everything that comes along their way.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology

10. Sana Hasan:

“I can only think of one thing greater than being happy and that is to help another to be happy, too.” - Jim Thomson

Hometown: Sugar Land, Texas

Class of: 2005

Major: Biology

11. Elvira Huerta:

“People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in their true beauty is revealed only if there is a light from within.” - Elizabeth Kubler-Ross

Hometown: Houston, Texas

Class of: 2006

Major: Biology

12. Adina Macias

“Live as if you were to die tomorrow. Learn as if you were to live forever.” - Mahatma Ghandi

Hometown: Baytown, Texas (from Guadalajara, Jalisco in Mexico)

Class of: 2005

Major: Human Development and Family Studies

13. Marisa Rodriguez

“Never give up. This could be your chance for a miracle.”

Hometown: Houston, Texas

Class of: 2004

Major: Biology

14. Jasmine Samuel:

“Whatever you are, be a good one.” - Abraham Lincoln

Hometown: Houston, Texas

Class of: 2005

Major: Biology

15. Monica Sanchez:

“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.” - Leo Buscaglia

Hometown: Houston, Texas

Class of: 2006

Major: Health and Psychology (Double Degree)

16. Ayan Sanyal:

“You must be the change you wish to see in the world” - Mohandas K. Gandhi

Hometown: Rochester, New York

Class of: 2005

Major: Health Promotion

17. Sepideh Shirali

“He places a seed in the dust for the reason That it may in the day of distress, give fruit.” - Sadi

Hometown: Houston, Texas

Class of: 2005

Major: Biology

18. Jimmy Thang

“Teaching is imparting truth by demonstration.” - Anonymous

Hometown: Houston, Texas

Class of: 2005

Major: Biology

THE COUNCIL

I. ADVISORY COMMITTEE:

II. NATIONAL ADVISORY COMMITTEE:

III. NATIONAL HONORARY COMMITTEE:

III. BOARD OF DIRECTORS:

President -

Vice President -

Chair of Communications and Publicity -

Chair of Education -

Chair of Events -

Chair of Finance -

Chair of History -

Chair of Recruitment -

Webmaster -

GENERAL MEETING DATES

FALL SEMESTER

MEETING	DATE	TIME	PLACE
FIRST GENERAL MEETING			
SECOND GENERAL MEETING			
THIRD GENERAL MEETING			
FOURTH GENERAL MEETING			
FIFTH GENERAL MEETING			

SPRING SEMESTER

MEETING	DATE	TIME	PLACE
FIRST GENERAL MEETING			
SECOND GENERAL MEETING			
THIRD GENERAL MEETING			
FOURTH GENERAL MEETING			
FIFTH GENERAL MEETING			

