



ARTICLE 1. NAME AND GEOGRAPHICAL AREA

Section 1: Name

The name of this organization shall be called the Memphis and Shelby County HPV Cancer Prevention Roundtable, hereafter referred to as Roundtable.

Section 2: Geographical Area

The Roundtable will serve the area of Memphis and Shelby County, Tennessee.

ARTICLE 2. MISSION STATEMENT

Section 1: Mission Statement

The Roundtable seeks to measurably increase HPV vaccination coverage in Memphis and Shelby County, Tennessee.

Section 2: Vision

The Roundtable serves as a leader in HPV vaccination efforts in Memphis and Shelby County, Tennessee, the state of Tennessee, and nationally.

Section 3: Guiding Principles

- a. Engage collectively as a collaborative of local allies and partners to increase HPV vaccination coverage.
- b. Work together to increase awareness and education of HPV and the HPV vaccination to increase HPV vaccination coverage.
- c. Build the capacity of Roundtable members to extend the reach of efforts to increase HPV vaccination coverage.

ARTICLE 3. MEMBERSHIP

Section 1: Memphis and Shelby County HPV Cancer Prevention Roundtable Membership

- a. Membership is open to all interested individuals and organizations that agree to work collectively toward the mission and vision of the Roundtable.
- b. The Roundtable will consist of Memphis and Shelby County, Tennessee individuals and organizations with a direct and indirect interest in increasing HPV vaccination coverage.
- c. Roles of Members include the following:
 - i. Regularly attend Roundtable meetings;
 - ii. Participate in strategic planning and action plan implementation;
 - iii. Serve as a liaison if representing an organization; and
 - iv. Collaborate with members outside of own affiliation, interest, and/or organization.
- d. Members are encouraged to participate in at least one or more Roundtable-organized or sponsored meetings during the year (e.g., annual meeting, seminars, subcommittees, task groups, etc.) for voting

privileges on matters affecting the development of Roundtable goals. Members who attend at least one or more meetings during the year will be considered active Roundtable members and will have voting privileges.

- e. Membership will be examined every two years.

ARTICLE 4: VOTING RIGHTS

Section 1: Voting Eligibility and Elections

- a. Voting is restricted to active Roundtable members.
- b. Elections for the Executive Committee will be held annually.

ARTICLE 5. LEADERSHIP AND GOVERNANCE

Section 1: Memphis and Shelby County HPV Cancer Prevention Roundtable Leadership

- a. The Roundtable Executive Committee will consist of a Chair, Vice Chair, Planning Committee Chair, General Representative(s), and representative of the backbone organization (see Article 5.1.b.). Subcommittees and Task Groups are appointed by the Executive Committee.
- b. St. Jude HPV Cancer Prevention Program will serve as the backbone organization for the Roundtable. A designated representative from the program will provide ongoing support for the Roundtable. The designated representative will serve in an ex-officio capacity on the Executive Committee.
- c. Terms of service will be determined by the Executive Committee but shall not exceed two years.
- d. The Executive Committee shall meet monthly/quarterly or as called by the Chair.
- e. Role of the Executive Committee includes the following:
 - i. Support the Roundtable's mission and purpose;
 - ii. Monitor adherence to the approved bylaws;
 - iii. Determine the Roundtable's strategic plan, priorities, and scope of activities;
 - iv. Assess gaps in membership composition and recruitment of local allies;
 - v. Approve the establishment of subcommittees; and
 - vi. Other tasks as identified.

Section 2: Executive Committee Member Responsibilities

- a. Executive Committee Chair responsibilities:
 - i. Coordinate and facilitate Executive Committee meetings; and
 - ii. Communicate all Roundtable activities and meeting announcements.
- b. Executive Committee Vice Chair responsibilities:
 - i. Performs the duties of the Chair in their absence; and
 - ii. Carries out duties as delegated by the Chair.
- c. General Representative responsibilities:
 - i. Acts as a liaison between the general Roundtable membership and the Executive Committee;
 - ii. Reports to the general body on meetings held by the Executive Committee;
 - iii. Monitors issues brought to the Executive Committee for resolution; and
 - iv. Prepares for potential service as Chair, Vice-Chair or committee leadership.

ARTICLE 6: MEETINGS

Section 1. Annual Meeting

- a. An annual meeting will be held during the time appointed by the Executive Committee.
- b. Subcommittee, task group and other named committees will meet as needed.