Indiana Cancer Registrars Association

**Policy and Procedure**

**Committee:** BYLAWS

**Written by:**  Joyce Wynn, CTR & Mindy Burch, CTR

**Date of Initial Approval:** September 2004

**Last Revision by:** Jean Edwards, RHIT, CTR

**Revision Dates:** 1/2005, 9/2005, 9/2006, 11/2008

**Appointed by:** Annually, the President shall appoint one (1) member to chair the committee.

**Term of Committee:** One (1) year term

**Composition:** The Committee shall consist of one chairman. If appropriate, additional members at large may serve as members of this committee.

**Required Reports:** Progress reports for each Board of Directors meeting including special projects and expense report; budget; *The Indiana Abstract* newsletter article(s); annual report to the members; summary of amendments to the President and members.

**POLICIES:**

1. The committee shall review the existing bylaws and propose amendments to the bylaws as needed.
2. The committee shall receive and review for appropriateness all proposed amendments to the bylaws.
3. The committee shall be responsible for presenting the proposed bylaw amendments to the President at least ninety (90) days prior to the annual business meeting, and for distributing the proposed amendments to the membership at least thirty (30) days prior to the annual business meeting.
4. The committee shall be responsible for amending the bylaws to reflect bylaw changes approved by the voting members during the annual business meeting and shall distribute the bylaws to the ICRA Board of Directors and the membership.
5. The committee will provide the documentation necessary to assist in the transition of the Bylaws Committee members on an annual basis.

1. The committee shall ensure that the annual business meeting and the Board of Directors meetings are conducted according to the ICRA bylaws.

**PROCEDURES:**

1.0 Receive specific charges from the President and Board of Directors.

2.0 Act on proposed amendments.

3.0 Distribute proposed bylaw changes to the ICRA President at least 90 days prior to the annual business meeting.

4.0 Distribute proposed bylaw changes to the ICRA membership at least 30 days prior to the annual business meeting, utilize e-mail through the ICRA Webmaster as appropriate.

5.0 Present proposed bylaw changes to the ICRA membership during the annual business meeting.

6.0 Amend bylaws to reflect bylaw changes approved by the voting members during

the annual business meeting; then at the first Board of Directors meeting compare any of the amendments that were changed during the business meeting to the business meeting minutes to ensure the accuracy of the bylaws.

1. Distribute the revised bylaws to the membership at least 30 days following the first

Board of Directors meeting.

1. Attend Board of Directors meetings called by the ICRA President and both senior and junior chairpersons may vote.
2. Prepare and submit reports: progress reports, budget, newsletter articles, annual

report and others as requested.

1. Review and revise the Bylaws Committee policy and procedures annually and submit revisions to the Board of Directors with a final copy to the Secretary.

10.1 Remind the Board of Directors that their policy and procedures must follow the bylaws; if a change is needed the standing rules can be changed, but they should contact this committee so an amendment can be written.

1. Tax Exempt Status
   1. Use ICRA tax ID number to avoid sales tax on purchases for ICRA.
   2. If the bylaws are amended and approved at the annual business meeting, send a copy of the revised bylaws to the treasurer with all new revisions highlighted.