

# INDIANA CANCER REGISTRARS ASSOCIATION BYLAWS

## ARTICLE I

### NAME

As established in the articles of association, the name of this association shall be the Indiana Cancer Registrars Association, herein referred to as ICRA. ICRA has been established as a non-profit organization. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person, otherwise qualified for membership in ICRA, shall be denied membership in ICRA because of race, religion, sex, origin, or political affiliation.

## ARTICLE II

### PURPOSE

The purpose of ICRA is to provide educational opportunities for its membership as well as other interested parties in order to increase the effectiveness of registry personnel. The ICRA shall also keep the membership informed of cancer related activities, research, and trends in health care. The association may be called upon to provide information and/or assist other entities regarding cancer registry operations. To promote the purpose of ICRA, ICRA shall:

- A. Raise the level of knowledge and performance of cancer registrars through continuing education;
- B. Disseminate information to members of ICRA regarding current activities, research, and trends in the cancer field;
- C. Initiate and/or participate in programs to improve and standardize cancer registry information;
- D. Seek active liaison with professional and governmental organization which utilizes data derived from cancer registries.

## ARTICLE III

### MEMBERSHIP

#### Section I

The four classes of membership shall be:

- A. **Active:** An active member shall be a certified tumor registrar, a cancer registrar, or a person whose primary occupation is involved with any, or all, facets of cancer registry work. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.

- B. **Associate:** An associate member shall be any person interested in the purpose of ICRA, but who does not meet the qualifications for active membership (not actively working in the field). A certified tumor registrar who is no longer active in the field may apply for associate membership. An associate member shall be entitled to the right to vote and chair a committee, but shall not hold an elected office.
- C. **Student:** A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ICRA, and who is not actively employed in a cancer registry. A student member shall not vote, hold office, or chair a committee.
- D. **Honorary:** A person who has made a significant contribution to Cancer Registry or its related fields or has rendered distinguished service in the profession may be elected to Honorary Membership by a unanimous vote of the active members present and voting, his/her name having been recommended by the Board of Directors.

Honorary members shall be exempt from dues, shall possess none of the rights and privileges of other classes of membership. An honorary member shall not hold any other class of membership in ICRA.

## Section II

Application for membership: Application for membership shall be submitted in a manner prescribed by the Board of Directors together with application fees and/or assessments.

## Section III

The annual membership cycle shall coincide with the fiscal year, which is April 1 through March 31.

## Section IV

Dues: The dues for all membership classifications shall be recommended by the Board of Directors and approved by the membership at any annual business meeting.

## Section V

Forfeiture: If dues for the current year are not received by the Membership Chair of ICRA by June 1 of the current fiscal year, membership shall automatically be forfeited.

## Section VI

Any member in good standing may resign by submitting his or her resignation in writing to the chairman of the membership committee. No resignation shall be accepted from a member until

dues are paid.

### Section VII

Reinstatement:

- A. A former member whose resignation has been accepted by ICRA may be reinstated upon submission of a new application accompanied by the current year's dues.
- B. A former member whose membership had been forfeited by non-payment of dues must submit a new application for membership together with the annual dues plus a \$10 reinstatement fee. If denied membership, the dues plus the reinstatement fee shall be refunded.

### Section VIII

Expulsion: Any member who violates the bylaws or the code of ethics of ICRA shall be expelled from membership by a two-thirds vote of the entire Board of Directors after a hearing, provided the said member has been given a copy of the charges preferred together with six (6) days notice, and a copy of the charges may be made either by personal delivery or registered letter, return receipt requested, mailed to such member's last known address. Any appeal regarding the action of the Board of Directors may be taken to the membership at the annual business meeting, in which event, the decision shall be a three- fourths vote of the members present and voting on such a decision shall be final.

## **ARTICLE IV**

### **OFFICERS**

#### Section I

The elected officers of ICRA shall be:

- A. President
- B. President-Elect
- C. Vice President
- D. Secretary
- E. Treasurer
- F. Immediate Past President

These officers serve as the Executive Committee for ICRA. The duties of the Executive Committee include preparing an annual report and final decision making authority for the association.

#### Section II

Bylaws Committee Adopted, Nov 2004

Revisions: Nov 2004, Jan 2005, Jan 2006, Dec 2007, Nov 2008, Nov 2009, Nov 2010, Nov 2012, Nov 2016, Nov 2018, Nov 2019

Eligibility: Any active member in good standing for one full year prior to nominations shall be eligible to hold office.

### Section III

Term of office: The term of office shall be one year or until a successor is elected. Officers shall assume office at the conclusion of the annual business meeting in the year in which they are elected. An individual may serve no more than two consecutive terms for the office elected to.

### Section IV

Vacancies:

- A. Vacancies of elected offices, except for the offices of the President and the President-Elect may be filled for the unexpired term by appointment by the President with the approval of the Board of Directors.
- B. President: The Vice President shall complete the unexpired term of the President.
- C. President-Elect: A vacancy in this office shall be filled by a special election of the voting members.

### Section V

- A. Subject to approval of the Board of Directors, the Nominating Committee shall develop rules and regulations for the conduct of the election.
- B. Election shall be by method of choice per Nomination Committee. Nomination Committee will be responsible for delivery of ballots prior to the annual business meeting.
- C. Election shall be decided by plurality vote and in case of a tie the election shall be decided by lot.

### Section VI

Duties of officers: Officers shall perform those duties prescribed by these bylaws by the parliamentary authority adopted by ICRA and those additional duties assigned from time to time by the Board of Directors and/or the membership.

- A. **President:** Unless specified otherwise, the President shall appoint all committee chairmen and Liaisons. The President shall be responsible for all activities of the association and receive from the membership the authority to program the activities to accomplish the objectives of the association while complying with the bylaws. He/She shall preside at all meetings. Responsibility for any programs or activities may be delegated by the President

if outside the realm of a standing committee. The President shall serve as Immediate Past President/ Nominations Chairman at the conclusion of his/her term of office.

- B. **President-Elect:** The President-Elect shall succeed to the office of President at the conclusion of his/her term of office. The President-Elect shall appoint the committee chairmen and Liaisons for his/her term of office. Election to this office is a three-year commitment to serve on the Board of Directors.
- C. **Vice President:** The Vice President shall assume the duties of the President in his/her absence. The Vice President will consult with the program chair regarding the annual conference.
- D. **Secretary:** The Secretary shall be responsible for keeping a record of all proceedings and general correspondence as directed by the President of ICRA. The Secretary shall keep on file all Board of Directors policies and procedures and documents of the Association.
- E. **Treasurer:** The Treasurer shall be responsible for the receipt and disbursement of all funds of ICRA. A quarterly financial report shall be prepared for each Board of Director's meeting. Quarterly reports will be published in the Indiana Abstract and the ICRA Annual Report. A fiscal year report will be prepared and printed in the ICRA Annual Report. The Treasurer shall be responsible for filing Indiana/Federal Not-For-Profit Tax forms in the appropriate time frame.
- F. **Immediate Past President:** The Immediate Past President shall assist the President with the business of the Association and give advice to the Board of Directors when requested and act as chairman of the Nomination Committee.

## ARTICLE V

### MEETINGS OF THE MEMBERSHIP

#### Section I

##### Meetings:

- A. The annual business meeting of ICRA shall be held in conjunction with the annual conference.
- B. Special meetings may be called by the Board of Directors.

#### Section II

Notification: The official call to any meeting shall be communicated at least thirty (30) days prior to the scheduled meeting, to include the agenda and any subject requiring special consideration.

Section III

Quorum: A quorum shall be established at the beginning of any meeting. A quorum shall be two thirds of the registered members.

Section IV

Cancellation: In the event of an emergency or other circumstances prohibiting holding of the official meeting, the Board of Directors may cancel the meeting and notice thereof shall be given to all members by the ICRA Executive Committee as soon as possible.

**ARTICLE VI****BOARD OF DIRECTORS**Section I

Composition: The Board of Directors shall be composed of the Executive Committee, appointed chairs of committees, and liaisons.

Section II

Duties: The Board of Directors shall:

- A. Act for ICRA between scheduled meetings of the membership, and shall be responsible for the management of the business and professional affairs of ICRA.
- B. Have the authority to discipline any member for violation of ICRA code of ethics or the provisions of the bylaws. Such disciplinary action may be in the form of censure, suspension, or expulsion and shall require two-thirds affirmative vote by Board of Directors.
- C. Be the power to remove from office by two-thirds affirmative vote of the Board of Directors, any officer or committee chair who fails to perform the duties of his/her offices as required by the bylaws.
- D. Have the authority to establish such procedures as it considers appropriate to assure adequate and budgetary financial controls for ICRA and shall approve an auditing firm to audit the books annually if needed. The Board of Directors shall present an audit to the membership.

Section III

Meetings of the Board of Directors:

- A. The Board of Directors shall meet just prior to the annual business meeting of the ICRA and at such times as deemed advisable during the year, on call of the President, or majority of the committee.
- B. A quorum shall be established at the beginning of any meeting. A quorum shall be two thirds of the Board of Directors present for the transaction of business.

#### Section IV

Action without a meeting:

- A. By direction of the President, matters requiring action between meetings of the Board of Directors may be decided by vote using the technology of preference, after determining that all Board of Directors have the media available and consent to the use of such media.
- B. All action resulting from a vote using the technology of preference shall be filed with the Board of Directors minutes.

### **ARTICLE VII**

#### **COMMITTEES AND LIAISONS**

#### Section I

- A. Standing Committees: Standing committees of ICRA shall be Bylaws, Program, Membership, Public Relations, Nominating, Ways and Means, Historian, Education and Web. The composition, size, and duties of the standing committees, other than the nominating committee, shall be set forth in the standing rules. Unless specified otherwise, the chairman of each committee shall appoint the committee members.
- B. The Liaison of ICRA position shall be to the following organizations:
  - 1. American Cancer Society
  - 2. Indiana State Cancer Registry
  - 3. Indiana Health Information Management Association
  - 4. National Cancer Registrars Association
  - 5. Commission on Cancer of the American College of Surgeons

The duties of the liaison shall be set forth in the Standing Rules, unless otherwise specified.

#### Section II

Special Committees: As deemed necessary, special committees may be created by the membership or the Board of Directors to carry on the affairs of ICRA.

#### Section III

Bylaws Committee Adopted, Nov 2004

Revisions: Nov 2004, Jan 2005, Jan 2006, Dec 2007, Nov 2008, Nov 2009, Nov 2010, Nov 2012, Nov 2016, Nov 2018, Nov 2019

Eligibility: An active or associate member in good standing shall be eligible for the appointment as a chair to a committee or Liaison position.

#### Section IV

Vacancies: Vacancies of committee chairs, Liaisons and presidential appointments shall be filled by appointment by the President. Committee member vacancies shall be filled by the committee chair.

### **ARTICLE VIII**

#### **PARLIAMENTARY AUTHORITY**

##### Section I

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern ICRA in all cases to which they are applicable and in which they are not in conflict with these Bylaws, special rules of order, and any standing rules ICRA may adopt.

### **ARTICLE IX**

#### **AMENDMENT**

##### Section I

Amendments to these bylaws may be proposed by the Board of Directors. Individual voting members may propose amendments provided such amendments are accompanied by a written endorsement of at least five additional voting members.

##### Section II

Proposed amendments to these bylaws shall be submitted in the prescribed form to the President at least ninety (90) days prior to any annual business meeting.

##### Section III

Two-thirds vote of the voting membership present at any meeting of the membership shall be required to adopt any amendment. Unless stated otherwise, the amendment shall become effective upon the next calendar year.

##### Section IV

Bylaws Committee Adopted, Nov 2004

Revisions: Nov 2004, Jan 2005, Jan 2006, Dec 2007, Nov 2008, Nov 2009, Nov 2010, Nov 2012, Nov 2016, Nov 2018, Nov 2019



A copy of the proposed amendment shall be sent to the voting members at least thirty (30) days prior to any annual business meeting.

#### Section V

The Bylaws Committee shall be authorized to correct article and section designations, punctuation, and cross-references in these bylaws. The Bylaws Committee shall not otherwise alter the content of these bylaws.

### **ARTICLE X**

#### **DISSOLUTION**

##### Section I

Dissolution may be effective only upon consent of three-fourths of all voting members. Notice of intent to dissolve ICRA must be mailed to each voting member at least four weeks prior to the date set for the ballots to be counted. Ballots for this purpose shall be enclosed with the notice of intent.

##### Section II

In the event of dissolution of ICRA, none of the assets shall be distributed to any member upon dissolution. Any assets remaining after all obligations have been satisfied or provided for, shall be transferred to a non-profit entity to be determined by the majority of the voting membership attending a meeting for the purpose of dissolution.

### **ARTICLE XI**

#### **STANDING RULES**

##### Section I

Unless specified otherwise, the Board of Directors shall establish and amend the standing rules necessary to carry on the business of ICRA.

##### Section II

The Board of Directors shall notify the membership of any changes to the standing rules in the official ICRA publication, ***THE INDIANA ABSTRACT***, following such changes. Standing rules shall be published and made available to the membership.

### Section III

Any standing rule adopted by the Board of Directors may be rescinded by a two-thirds vote of the membership at any annual business meeting.

### Section IV

#### Standing Rules:

#### A. Membership:

1. All applications for membership shall be submitted in writing to the chair of the membership committee. The application shall include the applicant's years of experience and/or education in field of medicine or cancer registry.
2. Upon review by the chairman of the membership committee, applicants shall be notified of the action taken. Application with action taken shall be kept on file with the chairman of the membership committee. If membership is not accepted, dues shall be refunded.
3. Dues shall be paid on a yearly basis and shall be due April 1, and are delinquent sixty (60) days following this date. All dues are nonrefundable.
4. Membership dues are not transferable if paid by individual.
5. Membership applications will be accepted up to sixty (60) days prior to an ICRA annual conference. All other applications will be reviewed after the ICRA annual conference.

#### B. Standing Committees:

1. Education Committee: This committee shall consist of a chair and may have committee members who shall develop and coordinate the educational activities of ICRA.
2. Membership Committee: This committee shall consist of a chair and may have committee members. The committee shall approve and process the applications for membership, conduct membership drives, keep on file all membership applications, and be responsible for coordinating and maintaining the membership directory.
3. Program Committee: This committee shall consist of a chair or two co-chairs, and may have committee members. The committee shall be responsible for the annual program and all arrangements for the annual program.

4. Public Relations Committee: This committee shall consist of a chair or two co-chairs, and may have committee members. The committee shall be responsible for the publications of ICRA, and shall design and implement projects that bring ICRA to the attention of the public and other allied health professions.
5. Ways and Means Committee: This committee shall consist of a chair and may have committee members. The committee shall be responsible for generating monies to use to help fund ICRA's educational programs. The committee is responsible for the methods and resources used to raise the necessary revenue, and especially for defraying expenses.
6. Historian: This committee shall consist of a chair and may have committee members. This committee shall keep in their possession the documented history of ICRA, keeping this documentation up to date, and displaying it at the annual conference.
7. Nominating Committee: The Immediate Past President shall chair this committee. This committee shall consist of a chair and two or more committee members. This committee shall be responsible for conducting the election of officers and for notifying the candidates and the President-Elect of the results of the vote. This committee shall make a motion to destroy or validate the ballots following the official report at the ICRA annual business meeting.
8. Bylaws Committee: This committee shall consist of a chair and one or more committee members. The chair shall maintain the ICRA bylaws. The chair may serve as or appoint a parliamentarian to the President at all board of directors meetings as well as the ICRA Annual Membership Meeting. This committee shall be responsible for preparing and distributing proposed amendments to the membership at least thirty days (30) prior to the date of the vote. This committee shall be responsible for updating the bylaws to reflect the approved bylaw amendments within 30 days following the conclusion of the ICRA business meeting.
9. Web Committee: This committee shall consist of a chairperson and may have committee members. The chairperson may serve as or appoint a Web Master. This committee shall be responsible for developing, coordinating and maintaining the ICRA Web Site.

#### C. ICRA Liaison

This person shall act to facilitate and enhance communication and service among the ICRA Board of Directors, the ICRA membership, and the following organizations.

1. American Cancer Society
2. Indiana State Cancer Registry
3. Indiana Health Information Management Association
4. National Cancer Registrars Association
5. Commission on Cancer of the American College of Surgeons

## D. Official Publication

***THE INDIANA ABSTRACT*** shall be the official publication of the ICRA.

## E. Conference Registration Fees for Board of Directors Members:

The Board of Directors shall have the option to reduce the registration fees for elected officers, committee chairs and liaisons for the annual conference. The decision to reduce these fees will be made at the first Board of Directors meeting of each calendar year and will depend on the financial status of the ICRA treasury.

## F. President-Elect Registration Fee for the NCRA Annual Meeting:

The Board of Directors shall have the option to furnish the ICRA President-elect with paid registration fee for the NCRA Annual Meeting. This option was adopted to allow the President-elect to learn about upcoming issues, new and/or changing regulations, and to be better prepared to lead ICRA.

The decision to furnish this registration fee will be made at the first Board of Directors meeting each year and will depend upon the financial status of the ICRA treasury. If the President-elect is unable to attend, the Board of Directors shall have the option of selecting an alternate.

## G. The transfer of all pertinent materials of office to the incoming officers and committee chairs should take place within one month from the date of the transition of offices. The exception being the Treasurer, who will maintain that office until the first Board of Directors meeting.

## H. The ICRA Board of Directors shall have the option of furnishing the Program Chairman for the annual conference with paid lodging fees when that chairman must travel to the meeting site and stay overnight.

The decision to furnish this lodging fee will be made at the first Board of Directors meeting of each year and will depend upon the financial status of the ICRA treasury.

## I. All Board of Directors members traveling at an excess of forty (40) miles or more to a Board of Directors Meeting, shall have their mileage paid for by the association, if the member's facility will not reimburse for the mileage. Depending upon the financial status of the ICRA treasury, a fee per mile will be paid, determined by the Board of Directors, upon receipt of a reimbursement voucher.

## J. Expense Procedure

1. All members of the Board of Directors must have prior approval for any expenditure over \$50.00. A written or verbal estimate of expenses for projects, supplies, etc. is to be submitted to the President.
2. In between Board of Directors meetings, requests for any expenditure over \$50.00 must be made to the President. The President will confer with the Treasurer before approval is granted.