

Bylaws

ARTICLE I

Name and Organization

Section 1. Name. The name of this organization is the Association of North Carolina Cancer Registrars (ANCCR).

Section 2. Organization. This association is a nonprofit organization. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person otherwise qualified for membership in this association will be denied membership on the basis of age, race, religion, sex, origin, or political affiliation.

ARTICLE II

Purpose

The purposes of this organization are:

1. To promote research and education in Cancer Registry administration and/or practice to the benefit of the cancer patient.
2. To raise the level of knowledge and performance of Cancer Registrars through continuing education.
3. To disseminate information to members of this association regarding current activities, research, and trends in the cancer disciplines.

4. To initiate and/or participate in programs to improve and standardize the compiling of cancer registry information.

5. To promote liaison with professional and governmental organizations that utilize data derived from Cancer Registries.

ARTICLE III

Members

Section 1. Classes of Members. There shall be six (6) classes of members, the qualifications and rights of which are described as follows:

1. **Active:** An active member is a person whose primary occupation is involved with any or all facets of tumor registry work and who is genuinely interested in furthering the standards and goals of this association. An active member in good standing shall be entitled to all membership privileges including the right to vote, hold office and chair or serve on a committee.

2. **Associate:** An associate member shall be any person who does not qualify as an active member, but who has a special interest in cancer registry work. An associate member in good standing shall be entitled to vote and to chair or serve on a committee.

3. **Sustaining:** A sustaining member is an individual, institution or organization interested in promoting the principles and purposes of ANCCR and contributing to the growth and

development of this association. A sustaining member shall not vote, hold office or chair or serve on a committee.

4. **Charter:** Charter members are those who founded the association in June, 1977, or who joined during the first full year of organization, ending August 31, 1978. A charter member shall retain voting privileges without payment of dues.

5. **Honorary Life:** Past presidents shall become honorary life members at age 60. They shall retain voting privileges without payment of dues.

6. **Honorary:** Persons other than past presidents who have made a significant contribution to the profession of Cancer Registry administration and/or practice or who have rendered distinguished service in the profession or its related fields may be elected to Honorary Membership by a majority vote of the Active and Associate members present, his/her name having been recommended by the Executive Board. Honorary members are exempt from dues and shall possess none of the rights and privileges of other classes of membership.

Section 2. **Application for Membership.** Application shall be made in writing and submitted directly to the Chair of the Membership Committee. Application for change in status shall be made in like manner.

Section 3. **Forfeiture.** If the dues for the current year are not received by the Membership Chair of the Association and postmarked by December 31st, membership shall be forfeited.

Section 4. **Dues.**

1. The annual dues are % 25 per year for active members, % 15 per year for associate members, % 50 per year for sustaining members, due on December 31st of each year.
2. Dues to cover period January 1 through December 31 of each year.

ARTICLE IV

Officers

Section 1. Officers. The officers of the Association shall be a president, a vice president, a secretary and a treasurer.

Section 2. Eligibility.

1. To be eligible to serve as an officer of the association, a candidate must have been an active member in good standing for at least one year.
2. To be eligible to serve as President, the active member must be a CTR and shall have previously held an office.
3. To be eligible to serve in all other offices, the active member must be a CTR or CTR-eligible.
4. An officer may be elected to succeed him/herself in office but shall not serve more than two consecutive terms of that office.

Section 3. Nomination.

1. The Nominating Committee shall make nominations from a list of eligible members. Members in good standing will have the option to write-in a candidate on electronic and/or absentee paper voting.
2. Members shall make nominations to the Nominating Committee by June 1.

Section 4. Election.

1. Elections shall be by ballot at the annual meeting. The Nominating Committee shall be responsible for the preparation of the ballots. In the event an annual meeting needs to be cancelled due to unforeseen circumstances, elections will be held electronically within 60 days from the date of the initial meeting. The Nominating Committee will work with the ANCCR Board members to ensure the election process is done electronically in the most efficient and cost-effective manner.

On- line election process: In the event on-line voting process is required due to cancellation of annual meeting, ANCCR will use secure on-line voting application with 256 bit encryption and can be used from mobile devices and allows imports of e-mails from spreadsheet. Each member in good standing will get a unique Voter ID and Voter key that will allow each member to only vote once. On-line voting will be open for 2 weeks. At the end of the two-week voting period the nominating committee will determine the elected officials and they will be sworn in during a conference call.

2. Candidate information will be included in the ANCCR newsletter to be distributed thirty (30) days prior to the annual meeting.
3. Election shall be by a plurality of the votes cast by the active and associate members. In case of a tie, the election shall be decided by lot.

4. Absentee ballots may be requested from the Nominating Committee Chair by voting members in good standing at least thirty (30) days prior to the annual meeting and must be returned at least ten (10) days before the annual meeting to the Nominating Committee Chair or the ballot will not be counted.

5. The Nominating Committee Chair and two (2) members of the Nominating Committee shall count ballots.

6. Electees shall assume office following their installation. If an elected official is unable to attend the installation meeting in person, they may assume their office by phone call if available at the installation meeting. If unable to attend in-person or by phone call within one week of the annual meeting, the officer will be installed either by e-mail or phone call by the nominating chair.

Section 6. Terms of office. The president, vice president, secretary and treasurer shall be elected for a term of one (1) year. Treasurer shall be elected for term of two (2) years.

Section 7. Vacancies. The unexpired term of any officer except President shall be completed by a member appointed by the President pending approval by the Executive Board at a meeting of the Executive Board following such appointment.

Section 8. Duties

1. The president shall preside at all meetings, appoints all standing committee chairs except the Nominating and Program committees, is the designated liaison between the

Association and the North Carolina Central Cancer Registry, performs such other duties as may be required, and is a member ex-officio of all committees except Nominating.

2. The vice president assumes the duties of president in her/his absence, completes the unexpired term of the president in the event of vacancy, assists the president in carrying out her/his duties, assists the program committee and works with the host hospital or other host organization in preparation for and arrangement of all programs, and is responsible for the update of the Procedure Manual.
3. The secretary keeps records of all proceedings of the Association, files all committee reports, notifies members of each meeting at least (thirty) 30 days prior to the scheduled event, and conducts the general correspondence of the Association.
4. The treasurer accounts for the receipt and disbursement of all funds of the Association, gives written notice to any member whose dues are in arrears, with a copy of such notice to the chair of the Membership Committee.

ARTICLE V

Meetings

Section 1. Meetings.

1. The Annual Meeting of the Association shall ordinarily be held in the fall of each year. The Executive Board shall determine the time and place of the meeting.

2. The Annual Business Meeting of the Association shall be held in conjunction with the Annual Meeting. In the event an annual meeting is cancelled due to unforeseen circumstances, the annual business meeting may be rescheduled with an official notification call of a business meeting at the discretion of the Executive Committee within 60 days for the originally scheduled meeting.

3. Cancellation of Annual Meeting. In the event an annual meeting has to be cancelled an e-mail will be sent out to all members notifying them of the cancellation at least 48 hours in advance of the meeting if at all possible.

4. Refunds for cancellation of annual meeting due to unforeseen circumstances: In the event an annual meeting has to be cancelled due to unforeseen circumstances all money paid for the annual meeting will be refunded within 45 days by the treasurer.

Section 2. Notification. Official Call of a business meeting shall be by mail within thirty (30) days of the scheduled meeting, to include agenda and any matters requiring special consideration.

Section 3. Quorum

1. The official business of this Association is to be carried out by the Active and Associate members.

2. A quorum shall be all voting members present.

ARTICLE VI

Executive Board

Section 1. Composition. The members of the Executive Board shall be the president, vice president, secretary, treasurer, the immediate past president, and the chairs of the standing committees.

Section 2. Powers and Duties. The Executive Board acts for the Association between scheduled meetings of the general membership and is responsible for the management of the business and professional affairs of the Association.

Section 3. Meetings. The annual meeting of the Executive Board and all other regular or special meetings shall be held at any place as may be designated by the Executive Board.

Section 4. Action Without a Meeting. Matters requiring action between meetings of the Executive Board may be decided by a mail vote, either United States Postal Service mail or electronic mail.

Section 5. Quorum. A majority of the full Executive Board shall constitute a quorum for the transaction of business. In all matters coming before the Executive Board, each board member shall be entitled to cast one (1) vote.

ARTICLE VII

Committees

Section 1. Provision for committees. The Executive Board, by resolution, may provide for such standing or special committees of one (1) or more persons, as it deems desirable, and discontinue the same at pleasure. Each such committee shall have such powers and perform such duties, not inconsistent with law, as may be assigned to it by the Executive Board. Except as otherwise directed by the Executive Board, the president shall appoint the chair of all standing or special committees from among the active members who have been active members for at least one full year and each chair shall then choose the members of the chair's committee from the active and associate members.

Section 2. Standing committees. The Association's standing committees shall include:

1. Membership Committee.
2. Nominating. Chair appointed by the Executive Board.
3. Bylaws Committee.
4. Program Committee. Chaired by the vice president.
5. Ways and Means Committee.
6. Education Committee.
7. Publication Committee.

8. Web Site Committee.

9. History Committee.

Section 3. Reports. Each committee chair shall present a written report to the Secretary within sixty (60) days after the annual meeting to provide chronological documentation of the Association's business.

ARTICLE VIII

Financials

Section 1. Audit. The treasurer's records shall be presented for audit at the end of her/his tenure, to be returned to the incoming treasurer within thirty (30) days after the election.

Section 2. Auditor. The auditor shall be an active member selected by the Executive Board, to serve only as required to complete the audit.

ARTICLE IX

Parliamentary Authority

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

ARTICLE X

Amendments

Section 1. Majority Vote. The bylaws of this Association may be amended at any regular meeting by a majority vote of the members present.

Section 2. Proposed Amendments. All proposed amendments shall be reviewed by the membership at least thirty (30) days prior to the meeting at which the proposed amendments are to be considered.

Section 3. Corrections. 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.