

CALIFORNIA CANCER REGISTRARS ASSOCIATION, Inc.

BYLAWS



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**CALIFORNIA CANCER REGISTRARS
ASSOCIATION, Inc.**

BYLAWS

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ARTICLE I

NAME

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

ARTICLE II

PURPOSE

The purpose of CCRA shall be to:

1. Promote research and education in Cancer Registry administration and practice so that the Association may be of greater service to the cancer patient.
2. Raise the level of knowledge and performance of Cancer Registrars through discussion and exchange of ideas.
3. Disseminate information to members of CCRA regarding current activities, research and trends in the cancer field.
4. Initiate and/or participate in programs to improve and standardize the compiling of Cancer Registry information.
5. Seek active liaison with professional governmental organizations which utilize data derived from Cancer Registries.

ARTICLE III

CERTIFICATION

A Certified Tumor Registrar is any person who has passed the qualifying examination administered by the National Cancer Registrars Association, Inc. (NCRA) or their designated examination service. To maintain a certified status, the person must meet any continuing education requirements of NCRA.

ARTICLE IV

COMPONENT CHAPTERS

SECTION I: Eligibility

- A. To be eligible to be a Component Chapter of CCRA, a local organized group of Cancer Registrars must maintain no less than fifteen (15) active members.
- B. Application for Charter
 - 1. An eligible local Cancer Registrars group may apply for membership by meeting the following requirements:
 - a. Letter of application
 - b. Application fee for Charter.
- C. Approval for Charter
 - 1. Application for Charter must be approved by a two-thirds (2/3) vote of the Board of Directors.
 - 2. Approval of application of the Charter shall be confirmed by a two-thirds (2/3) vote of the voting members present at the Annual Business Meeting of the membership.
- D. Issuance of Charter
 - 1. Charters shall be issued at the Annual Meeting of CCRA.
 - 2. Each Charter shall be signed by the President, Secretary and Treasurer of CCRA.
- E. Bylaw Requirements

Component chapters will be governed by CCRA Bylaws with their own unique standing rules as voted and approved by the component chapter Board of Directors. Component Chapter Standing Rules will be in compliance with CCRA Bylaws and CCRA Standing Rules.
- F. Election of Component Chapter Officers shall be held annually or bi-annually, as defined in the Component Chapter Standing Rules.

G. Membership

1. A member may join the Component Chapter of his/her choice.
2. Members are entitled to attend meetings of other chapters at the member rate.
3. Members in good standing who wish to transfer to another Component Chapter must submit a letter of notification to the CCRA Membership Chair. Such transfers shall be accorded the rights and privileges of any other member in a comparable membership classification.
4. Participation in CCRA: Component Chapters shall actively participate in the operations of CCRA as described in Article VI Section I, Article VI Section V, and Article VIII Section I.C.

H. Revocation

1. The charter for a Component Chapter of CCRA may be revoked by a two-thirds vote of the CCRA Board of Directors for failure to maintain eligibility requirements.

ARTICLE V
MEMBERSHIP

SECTION I: Membership Classifications

A. Active Membership

1. An Active Member shall be a Certified Tumor Registrar or a person whose primary occupation is involved with cancer registry, a cancer data management system, cancer program management, cancer research or other related fields and shall hold an equivalent classification of membership in a Component Chapter chartered by CCRA and whose principal place of business or residence is in California.
2. An Active Member shall be entitled to all membership rights and privileges including the right to vote, hold office, and chair a committee.

B. Associate Membership

1. An Associate Member shall be any person interested in the purpose of CCRA who does not meet the qualifications of active membership. A Certified Tumor Registrar or cancer data professional no longer employed in the field or whose principal place of business or residence is outside the state of California may apply for associate membership.
2. An Associate Member shall not vote, hold office or chair a committee, but may be appointed to serve on a committee.

C. Distinguished Associate Membership

1. Past Presidents and recipients of the CCRA Distinguished Service Award who are no longer active in the registry profession or whose principal place of business or residence is not in California shall belong to this membership category.
2. Distinguished Associate Member shall retain the same privileges as Associate Members without payment of the CCRA portion of dues.

D. Honorary Membership

1. Any person, not a member of CCRA, who has made a significant contribution to the profession of Cancer Registry Administration or rendered distinguished service in the profession or its related fields may be elected to Honorary Membership by a two-thirds (2/3) vote of the voting

members present at the Annual Business Meeting of the membership, his/her name having been recommended by the Board of Directors.

2. Honorary Members shall be exempt from dues and shall possess none of the rights and privileges of other classes of membership. An Honorary Member may hold no other class of membership in this Association.

E. Student Membership

1. A Student Member shall be a person in an allied health care curriculum who is interested in the purpose of CCRA, but does not meet the qualifications for active membership.
2. A Student Member shall be a member of a Component Chapter.
3. A Student Member shall be eligible for this classification of membership for no more than one consecutive three-year period. A Student Member shall not vote, hold office, or chair a committee, but may be appointed to serve on a committee. These members shall pay annual dues in accordance with the Standing Rules.

F. Sustaining Membership

A Sustaining Member shall be any organization or institution interested in the purpose of the Association. Sustaining Members may not vote, hold office, or serve on a committee. The fee is paid annually in accordance with the Standing Rules. The organization or institution may send a maximum of two people per meeting, each at the member rate.

SECTION II: Application for Membership

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

SECTION III: Forfeiture

If the dues for the current year are not received by the CCRA Membership Chairman or postmarked by January 31, membership shall automatically be forfeited.

SECTION IV: Resignation

Any member in good standing may resign by submitting his/her resignation in writing to the CCRA Membership Chairman who will forward a copy to the Component Chapter Board of Directors. No resignation shall be accepted from a member until all outstanding debts to either CCRA or the Component Chapter are paid.

SECTION V: Reinstatement

- A. A former member whose resignation has been accepted by CCRA may be reinstated upon submission of an application accompanied by the current year's dues.
- B. A former member whose membership has been forfeited for nonpayment of dues may be reinstated any time between February 1 and December 31 by submitting the applicable dues plus the late fee as described in the Standing Rules. A former member applying for membership after one or more years of non-membership must submit an application for membership plus the applicable dues. Membership may not be renewed until all former debts are paid. If denied membership, the dues shall be refunded.

SECTION VI: Censure, Suspension and Expulsion

- A. Any member who violates the Bylaws or the Code of Ethics of CCRA may be censured, expelled or suspended from membership by a three-fourths (3/4) vote of the entire Board of Directors after a hearing, provided said member has been given a copy of the charges preferred together with sixty (60) days notice in writing of the time and place of the hearing. Service of notice and a copy of the charges may be made either by receipted personal delivery or by certified letter, return receipt requested, mailed to such member's last known address.
- B. An 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 two-thirds (2/3) vote of the members present and voting and such decisions shall be final.

SECTION VII: Centralized Billing

- A. It is the responsibility of the CCRA Membership Chair to send renewal billing notices to all CCRA members no later than November 30. In accordance with the bylaws, dues are payable January 1, and membership is forfeited if not paid by January 31. Dues notices must be sent via first class mail to insure timely delivery.
- B. Distinguished Active Members, Distinguished Associate Members, and Honorary Members (Bylaws Article V, Section I) do not need to pay the CCRA portion of their dues. Refer to Standing Rules, Item 1-B for current dues rate.
- C. The CCRA President (Bylaws Article V, Section I) does not need to pay the CCRA portion of his or her dues during term of office.

ARTICLE VI

BOARD OF DIRECTORS

SECTION I: Composition

The Board of Directors shall be composed of CCRA officers, plus a delegate or alternate from each component chapter.

1. President
2. President-Elect
3. Vice President
4. Secretary
5. Treasurer
6. Treasurer-Elect
7. Immediate Past President
8. One delegate from each Component Chapter

SECTION II: Powers and Duties

- A. Shall act for CCRA between annual scheduled meetings of the membership and shall be responsible for the management of the business and professional affairs of CCRA.
- B. Shall have the authority to discipline any member for violation of the CCRA 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 a three-fourths (3/4) vote of the entire Board.
- C. Shall be empowered to remove from office, by a three-fourths (3/4) vote, any CCRA officer or committee chairman who fails to perform the duties of office as required by the Bylaws and Standing Rules.

SECTION III: Eligibility

- A. Only a Distinguished Active Member or an Active Member in good standing shall be eligible to hold office.
- B. To be eligible for the office of President-Elect a member will have completed at least one year as a voting member of the Board of Directors at the time the office is assumed.
- C. To be eligible for the office of Vice President a member must have served, or will have completed one year as a member of the Board of Directors, or as a Standing

Committee Chairman at the time the office is assumed.

SECTION IV: Nominations and Election

- A. The election of CCRA shall be conducted by mail, with a ballot mailed or emailed to each voting member no later than sixty (60) days before the Annual Business Meeting of the membership.
- B. Election shall be by plurality vote regardless of the number of candidates. In case of a tie vote, the election shall be decided by lot.
- C. The three (3) candidates receiving the highest number of votes shall be elected to the Nominating Committee.
- D. Ballots shall be counted by the Elections Committee.
- E. Results shall be reported to the President who shall notify the newly elected officers at least fifteen (15) days before the Annual Meeting.

SECTION V: Term of Office

The term of office for members of the Board of Directors shall be as follows:

- 1. **President – Elect:** Serves one year as President Elect, 2 years as **President**, and two years as **Immediate Past President** for a total commitment of 5 years.
- 2. **Vice President:** Two-year term.
- 3. **Secretary:** Two-year term.
- 4. **Treasurer:** Two year term
- 5. **Treasurer-Elect:** Serves one year as Treasurer-Elect and the following two years as Treasurer for a total commitment of three years.

The Component Chapter Delegates shall serve a minimum of one year. Officers shall assume office at the conclusion of the Annual Business Meeting at which they are elected.

SECTION VI: Vacancies

- A. All vacancies, except the office of the President and 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. A vacancy occurring within sixty (60) days prior to assuming the Presidency shall be filled by a vote of the voting members present at

the next Annual Business Meeting.

SECTION VII: Meetings of the Board of Directors

- A. The Board of Directors shall meet during the Annual Meeting and at such other times as may be deemed advisable during the year on call of the President or a majority of the Board.
- B. A quorum consisting of a majority of the members of the Board of Directors shall be required to enact the business of CCRA.

SECTION VIII: Action Without a Meeting

- A. By direction of the President, matters requiring action between meetings of the Board of Directors may be decided by mail, fax, email or conference call vote.
- B. All action resulting from a mail, fax or email vote and minutes of a conference call shall be documented, ratified at the next Board of Directors meeting and filed with the Board of Directors minutes.

SECTION IX: Duties of Officers

Officers shall perform those duties prescribed by these Bylaws, the CCRA Standing Rules, the parliamentary authority adopted by CCRA and those additional duties assigned from time to time by the Board of Directors and/or the membership.

A. **President**

- 1. The President shall:
 - a. Preside at all meetings.
 - b. Appoint all Standing Committee Chairman, Liaisons, and the Parliamentarian. Shall appoint at the appropriate time a Chairman for the Election Committee.
 - c. Perform such other duties as customary usage and parliamentary procedure may require.
 - d. Be an ex-officio member of all committees except the Ethics and Nominating Committees.
 - e. Serve as a member of the Finance Committee.

B. President-Elect

1. The President-Elect shall:
 - a. Succeed to the office of President at the conclusion of his/her term of office.
 - b. Appoint the Standing Committee Chairmen for his/her term of office prior to assuming the office of President.
 - c. Not serve as a member of the Ethics and Nominating Committees.
 - d. Serve as a member of the Finance Committee
 - e. Serve as liaison to committees as appointed by the President.

C. Vice President

1. The Vice President shall:
 - a. Assume the duties of the President in his/her absence
 - b. Serve as liaison to committees as appointed by the President.

D. Secretary

1. The Secretary shall:
 - a. Keep a record of all proceedings.
 - b. Be responsible for the general correspondence of CCRA.
 - c. Serve as liaison to committees as appointed by the President.

E. Treasurer

1. The Treasurer shall:
 - a. Oversee the receipts and disbursements of the organization.
 - b. Chair the Finance Committee.
 - c. Serve as liaison to committees as appointed by the President.

F. Treasurer-Elect

1. The Treasurer-Elect shall
 - a. Succeed to the office of Treasurer at the conclusion of his/her term of office.
 - b. Serve as a member of the Finance Committee

G. Immediate Past President

1. The Immediate Past President shall:
 - a. Assist the President with the business of CCRA.
 - b. Chair the Advisory Committee.
 - c. Serve as a member of the nominating Committee and the Finance Committee.

d. Serve as liaison to committees as appointed by the President.

H. Parliamentarian

1. The Parliamentarian shall:
 - a. Advise the President on matters of parliamentary procedure.
 - b. Advise, when requested, any officer, committee or member, on matters of parliamentary procedure.
 - c. Not serve on any committee and does not debate or vote.
 - d. May be a nonmember of CCRA and receive compensation as approved by the Board of Directors.

ARTICLE VII

MEETINGS OF THE MEMBERSHIP

SECTION I: Meetings

- A. The Annual Business Meeting of CCRA shall be held in conjunction with the Annual Meeting.
- B. Special meetings may be called by the Board of Directors.

SECTION II: Notification

The official call to any meeting shall be by mail at least sixty (60) days prior to the scheduled meeting. The method or methods of communication can include postal mail, e-mail or other medium available to members.

SECTION III: Quorum

A quorum shall be one-third (1/3) of all those voting members registered at any meeting.

SECTION IV: Cancellation

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

ARTICLE VIII

COMMITTEES

SECTION I: Standing Committees

- A. Standing Committees of CCRA shall be:
 - 1. Advisory
 - 2. Bylaws
 - 3. Communications
 - 4. Education
 - 5. Ethics
 - 6. Finance
 - 7. Legislative
 - 8. Membership
 - 9. Nominating
 - 10. Program
 - 11. Public Relations
 - 12. Ways and Means
 - 13. Information Technology
 - 14. Cancer Information Management Program
- B. The composition, size, and duties of the committees, other than Nominating, shall be set forth in the Standing Rules. Unless specified otherwise, the chairman of each committee shall appoint the committee members.
- C. The Component Chapter President shall appoint a representative to each of the following committees deemed necessary by the Component Chapter:
 - 1. Bylaws
 - 2. Communication
 - 3. Finance
 - 4. Membership
- D. Representation from Component Chapters on other Standing Committees is encouraged but not required.

SECTION II: Nominating Committee

- A. The Nominating Committee shall consist of five (5) members. The President shall appoint the chairman. Three (3) members shall be elected by the membership for a two-year term to ensure that members of the current Board of Directors are not controlling the selection of the next Board of Directors. The Immediate Past President shall serve as a member. The President and President-Elect cannot serve as a member.

B. This committee shall be responsible for conducting the elections of CCRA.

SECTION III: Special Committees

As deemed necessary, Special Committees may be created by the membership or Board of Directors to carry on the business of CCRA.

SECTION IV: Eligibility

Any voting member in good standing for one full year prior to appointment shall be eligible to be appointed as chairman of a committee.

SECTION V: Vacancies

Vacancies in committee chairs, presidential appointments and elected committee membership shall be filled by appointment by the President. All other vacancies shall be filled by the committee chairman.

ARTICLE IX

FINANCIAL ADMINISTRATION

SECTION I: Fiscal Year

- A. The fiscal year of this Association shall be from January 1 through December 31.

SECTION II: Annual Dues

- A. The dues shall be recommended by the Board of Directors and approved by a majority of the voting membership present and voting at the Annual Business Meeting. Dues are payable on January 1, and membership shall be forfeited if not paid on or before January 31.
- B. Any new member joining for the first time after July 1 shall pay only half the amount of the annual dues for the remainder of the calendar year. Members renewing or reinstating membership are not eligible for this benefit.

SECTION III: Audit

- A. CCRA books shall be presented for audit within thirty (30) days of the end of each fiscal year, the auditor to be appointed by the Board of Directors.
- B. CCRA books shall be turned over to the new Treasurer following completion of the audit at the end of the fiscal year.

SECTION IV: Tax Exempt Status

- A. CCRA is organized exclusive for educational purposes within the meaning of Section 501 C (3) of the Internal Revenue Code of 1954.
- B. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under Section 501 C (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an associations contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any further United States Internal Revenue Law).

- C. The property of CCRA is irrevocably dedicated to educational purposes. No part of the net earning of this Association shall ever inure to or for the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be empowered to make payments and distributions in furtherance of the exempt purposes for which it was formed.

- D. Upon winding up and dissolution of this Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to a non-profit fund, foundation or association which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501 C (3) of the Internal Revenue Code.

ARTICLE X

PARLIAMENTARY AUTHORITY

SECTION I: The Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern CCRA 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 CCRA may adopt.

ARTICLE XI

AMENDMENTS

SECTION I: Amendments to these Bylaws may be proposed by the Board of Directors and/or Committees. Individual voting members may propose amendments provided such amendments are accompanied by written endorsement of at least five (5) additional voting members.

SECTION II: Proposed amendments to these Bylaws shall be submitted in the prescribed form to the Chairman of the Bylaws Committee at least ninety (90) days prior to the Annual Business Meeting.

SECTION III: These Bylaws may be amended by the membership at the Annual Business Meeting by a two-thirds (2/3) vote, provided that written notice of the exact wording of the proposed amendments has been mailed or emailed to the members at least thirty (30) days prior to that meeting.

ARTICLE XII

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 CCRA.

SECTION II: The Board of Directors shall notify the membership of any changes to Standing Rules in the official CCRA publication 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 (2/3) vote of the voting membership at the Annual Business Meeting