

# CALIFORNIA CANCER REGISTRARS ASSOCIATION

## STANDING RULES

Updated 12/4/2010

As stated in the California Cancer Registrars Association (CCRA) Bylaws, Article XII, Section I: Unless specified otherwise, the Board of Directors shall establish and amend the these Standing Rules as necessary to carry on the business of the CCRA.

### I. COMPONENT CHAPTERS

Any Component Chapter who revises its Standing Rules shall:

A. Submit the Standing Rules file in Word (.doc, .docx) or Adobe (.pdf) format to the CCRA Bylaws Committee Chairman.

B. The CCRA Bylaws Committee will verify that there are no conflicts between the Chapter Standing Rules and CCRA Bylaws.

### II. MEMBERSHIP DUES

A. The Annual Dues rate schedule is as follows:

Active, Regular	\$40 (\$25 CCRA, \$15 Chapter)
Distinguished Active	\$15 (Component Chapter dues)
Active, Past SCCRA President	\$25 (CCRA dues)
Associate	\$30
Distinguished Associate	\$15 (Component Chapter dues)
Student	\$15 (Component Chapter dues)
Sponsor	\$75
Honorary	\$0

B. The CCRA Treasurer shall submit their portion of dues ~~received~~ to the Component Chapters on or before March 31 of each calendar year and quarterly thereafter.

C. The reinstatement fee is \$0 (zero). A member joining CCRA for the first time may pay half the annual dues if they join on or after July 1. Half of the dues amount paid for these first-time members shall be shared with the component chapter.

D. Members whose renewal membership dues are received between February 1 and December 31 shall owe a late fee of \$15. Half of the late fee shall be shared with the component chapter.

E. Remittance shall be made directly to the CCRA Membership Chairman or via the membership payment link on the CCRA website. Annual Dues are due and payable between December 1 and January 31.

F. The CCRA Membership Chairman will forward a list of non-renewed members to the Component Chapters' Membership Chairmen no later than February 15. This list must contain the address to which the renewal notice was mailed.

G. The current membership roster must be updated and published by the CCRA Membership Chairman no later than June 1. This list must contain the member's name, business affiliation, component chapter, and membership category if it is not Active, Regular.

### **III. PARLIAMENTARIAN**

The Parliamentarian shall be appointed by the President with the approval of the Board of Directors and shall serve without vote. This person need not be a member of CCRA and may be paid for services rendered.

### **IV. SECRETARY**

The Secretary shall:

- a) keep on file all committee reports and committee rosters
- b) be responsible for the official Board roster.
- c) call the roll when required.
- d) keep the Board meeting attendance records
- e) send out a notice of each business meeting
- f) prepare an order of business for use by the presiding officer

### **V. ANNUAL MEETING**

A. The date and location of the Annual Meeting shall be selected by the Board of Directors from the choices offered by the hosting chapter.

B. The annual Meetings shall be hosted by the Component Chapters in accordance with the following rotation:

Southern Chapter (SCCRA)	2007, 2011, 2015, 2019, 2023, 2027
Northern Chapter (N-CCRA)	2008, 2012, 2016, 2020, 2024, 2028
San Diego Chapter (SDCCRA)	2009, 2013, 2017, 2021, 2025, 2029
Central Chapter (C-CCRA)	2010, 2014, 2018, 2022, 2026, 2030

C. Component Chapters shall submit recommendations for the Annual Meeting sites to the CCRA Board of Directors approximately two years prior to the meeting in their respective areas.

D. The Chairman of the Program Committee is exempt from paying the registration fee for attendance at the Annual Meeting.

## **VI. COMMITTEES**

Unless specified otherwise, each committee chairman shall select committee members. A minimum of two other active CCRA members is recommended. The preceding term chairman of each committee shall act as an advisor.

### **A. ADVISORY COMMITTEE**

1. This committee shall consist of not more than five members including at least two Past Presidents and the Immediate Past President. The President shall appoint two non-board members for a two-year term.
2. The Immediate Past President shall chair the committee.
3. No member of this committee may chair any other CCRA Standing Committee or hold an office, other than that of Immediate Past President.
4. This committee shall develop and recommend long-range plans to the Board of Directors. The committee is responsible for monitoring the implementation of long-range plans.
5. This committee is responsible for soliciting nominations for and selecting a Distinguished Service Award winner.

### **B. BYLAWS COMMITTEE**

1. This committee shall consist of a chairman, the preceding year chairman and the Bylaws representative from each Component Chapter.
2. The committee shall receive and review for appropriateness all proposed amendments to the Bylaws.
3. The committee shall be responsible for mailing proposed amendments to the membership at least thirty (30) days prior to the Annual Business meeting.

### **C. CANCER INFORMATION MANAGEMENT PROGRAM (CIM)**

1. This committee shall consist of a chairman and at least one other member. The treasurer is also a member of this committee.
2. This committee receives and disburses non-California resident tuition for community college level certified cancer registry education programs.
3. As of the date on this document, Santa Barbara City College Cancer Information Management is the program being serviced by CCRA.

4. Non-California residents pay a discounted rate (less than the non-resident tuition). CCRA forwards the resident amount of tuition to the college. The difference is kept by CCRA to cover the costs of administering this service and provide additional education benefits to members and others.

#### D. COMMUNICATIONS COMMITTEE

1. This committee shall consist of a chairman and one representative from each Component Chapter.
2. The previous chairman shall act as an advisor.
3. This committee shall report the affairs of CCRA to the membership through the official publication. The paper publication is titled The CCRA Record.
4. The frequency and method of publication is determined by the Board of Directors.

#### E. EDUCATION COMMITTEE

1. This committee shall consist of a chairman and one representative from each Component Chapter.
2. This committee shall develop and coordinate the educational activities of CCRA
3. A member of this committee shall also serve as a member of the Program Committee.

#### F. ELECTION COMMITTEE

1. This committee shall consist of a chairman appointed by the President and no less than 2 additional active members of CCRA.
2. This committee exists for the time period needed to complete the annual election, usually July through October.
3. This committee is responsible for receiving ballots from voting members, certifying that the ballots are valid, tallying the votes, and reporting the results.
4. Results of the election shall be reported to the President no later than two weeks prior to the Annual Meeting.
5. Results of the election shall be reported to the membership at the Annual Business Meeting.

#### G. ETHICS COMMITTEE

1. This committee shall consist of a chairman and one representative from each Component Chapter.
2. This committee shall receive all complaints regarding violations of the Bylaws or the Code of Ethics of CCRA.
3. This committee may recommend action to be taken to the Board of Directors.

4. The chairman of the Ethics Committee does not attend CCRA Board of Directors meetings unless there is Ethics business being presented at the meeting.

#### H. FINANCE COMMITTEE

1. This committee shall consist of the President, President-Elect, Immediate Past President, Treasurer, and Treasurer-Elect.
2. The current treasurer shall serve as chairman.

#### I. INFORMATION TECHNOLOGY COMMITTEE

1. This committee shall consist of a chairman and at least one other active member.
2. This committee shall administer the CCRA web site, and provide assistance to other committees as needed.
3. As of the date of this document, specific assistance to other committees includes:
  - a. Communications: electronic newsletter
  - b. Membership: membership database and credit payments
  - c. Nominating and Elections: electronic ballot
  - d. Program: registration database and credit payments
  - e. Ways and Means: Web store and credit payments
4. Additional tasks may be assigned by the Board, such as assistance with online membership surveys.

#### J. LEGISLATIVE COMMITTEE

1. This committee shall consist of a chairman and a representative from each Component Chapter.
2. This committee will keep members of CCRA informed on proposed legislative action which may affect the Association.
3. This committee shall:
  - a. review and recommend to the Board of Directors changes and positions of support or opposition.
  - b. publish via electronic means legislative issues that are pertinent to the profession.
  - c. maintain liaison with the American Cancer Society Legislative officers.

#### K. MEMBERSHIP COMMITTEE

1. This committee shall consist of a chairman and one representative from each Component Chapter.
2. This committee shall process applications for membership, keep on file all membership applications and be responsible for coordinating publishing and maintaining the membership roster.

3. A list of all people in arrears in any payment to CCRA will be kept in the active file of the Membership Chairman. Membership may not be renewed until all former debts are paid.
4. MS Access is used to document, track and publish all membership information. Since this is not a shared database, the maintenance is assigned to a single person, usually the Membership Chairman.
5. The Membership representative of each chapter will be responsible for recruiting new members and encouraging past members to renew by the January 31 deadline.

#### L. NOMINATING COMMITTEE

1. The members of this committee are described in the CCRA Bylaws. Additional members may be selected as needed.
2. This committee shall maintain a chart of which offices are to be elected in which years, that is, the rotation of offices.
3. The basic pattern of elections as of 2011 is:
  - a. Even numbered years:
    - President-Elect
    - Treasurer-Elect
    - Three for Nominating Committee (Bylaws Section II)
  - b. Odd numbered years:
    - Vice President
    - Secretary

#### M. PROGRAM COMMITTEE

1. This committee shall consist of a chairman and a minimum of three members from the hosting chapter. There may be a co-chairman, with the approval of the Board of Directors.
2. The chairman of this committee shall serve as an advisor to the committee the following year.
3. This committee shall be responsible for the educational program and all arrangements for the Annual Meeting.

#### N. PUBLIC RELATIONS COMMITTEE

1. This committee shall consist of a chairman and two other active members of CCRA.
2. This committee shall develop and implement projects designed to bring CCRA and its activities to the attention of the public and other allied health professionals.
3. This committee is responsible for selecting the method of recognizing CCRA members each year in celebration of National Cancer Registrars Week.

#### O. WAYS AND MEANS

1. This committee consists of a chairman and a representative from each component chapter. Additional members may participate as needed or desired.
2. This committee shall oversee purchases, sales and inventory of promotional items.

## **VII. CODE OF ETHICS**

- A. All members shall abide by the CCRA Code of Ethics.
- B. Changes to the Code of Ethics follow the same procedure as changes to the Bylaws.

## **VIII. MEETINGS OF THE BOARD OF DIRECTORS**

1. The Board of Directors meets the day prior to the start of the CCRA Annual Meeting. This is the last regularly scheduled meeting of the fiscal year.
2. The first meeting of a fiscal year is an in-person meeting that includes the elected officers and the committee chairmen. Usually this meeting is in December or January.
3. Additional meetings are held at the request of the President. Usually there is a meeting in March/April and one in June/July.
4. Only the first and last meeting of the fiscal year require the physical presence of the Board members. The other meetings may be conducted by any convenient means, such as teleconference, video conference, internet enabled conference, etc.
5. Costs associated with attending Board meetings is re-imbursed according to the prevailing Finance procedures.
6. Expenses are not paid for attending the last Board meeting of the fiscal year, that is, the Board meeting held the day prior to the Annual Meeting.

## **IX. ARBITRATION**

In the event of a dispute between a CCRA member and CCRA, the CCRA member must submit to arbitration prior to pursuing legal action against CCRA.