

# CANCER REGISTRARS ASSOCIATION OF NEW ENGLAND, INC.

## Bylaws

### ARTICLE I

#### NAME

The name of this association shall be "Cancer Registrars Association of New England", herein referred to as CRANE.

### ARTICLE II

#### PURPOSE

The purpose of CRANE is to promote quality cancer data collection and cancer program management to provide greater service to the cancer patient. To promote this purpose, CRANE shall:

1. Provide educational programs to raise the level of knowledge and performance of cancer registrars.
2. Facilitate communication, cooperation and the sharing of knowledge.
3. Disseminate relevant information to members.

### ARTICLE III

#### MEMBERSHIP

##### Section I. Classification of Membership

The three (3) classes of membership shall be:

- A. Active:** An active member shall be a Certified Tumor Registrar and/or any person whose primary occupation is involved with any or all facets of cancer registry work and who is employed and/or resides in the six state New England region (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont). 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 who does not meet the qualifications of active membership or any institution or organization interested in the purposes of CRANE. An associate member shall not vote, hold office or chair a committee but may serve on a committee.
- C. Honorary:** Any person 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 petition to and recommendation

by the Executive Board, and subsequent approval of three-fourths of the voting members at a general meeting. Honorary members shall be exempt from the payment of annual dues. They shall not vote, hold office or chair a committee, but may serve on a committee.

## **Section II. Application for Membership**

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

## **Section III. Fiscal Year**

The fiscal year of CRANE shall begin on the first day of January and end on the last day of December in each year.

## **Section IV. Dues**

The annual dues for all membership classifications except for honorary members who are exempt shall be recommended by Finance Committee and approved by the Executive Board and described in the current Standing Rules. Dues are payable in advance on or before January 1 each year. Members whose dues are not paid by February 1 will be notified by the Membership Chair that a late fee will be charged. If dues plus the late fee are not received by March 1, the member shall be automatically dropped from membership. The Membership Chair will notify the member that they are no longer a member in good standing.

## **Section V. Resignation**

Any member in good standing may resign by submitting the resignation in writing to the Chairman of the Membership Committee.

## **Section VI. Reinstatement**

- A. A former member whose resignation has been accepted by CRANE 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 non-payment of dues must submit an application together with the annual dues plus any reinstatement fee. If denied membership, dues plus the reinstatement fee shall be refunded.
- C. The reinstatement fee shall be defined in the current Standing Rules. Reinstatement fees shall be set upon the advice of the Finance Committee and approved by the Executive Board.

## **Section V. Suspension and Expulsion**

A member may be suspended or expelled for conduct prejudicial to the best interest of CRANE. Suspension or expulsion shall be by a two-thirds vote of the entire Executive Board after a hearing, provided the said member has been given a copy of the charges preferred, together with thirty (30) days' notice in writing of the time and place of the hearing. Service of notice and copy of the charges shall be mailed by registered letter, return receipt requested, to such member's last known address.

## **ARTICLE IV**

### **OFFICERS**

#### **Section I. Officers**

The officers of CRANE shall be a President, President-Elect, Vice President, Secretary and Treasurer.

#### **Section II. Eligibility**

Any active member in good standing for one full year prior to nomination shall be eligible to hold office, except that for the office of President-elect, for which the nominee must have served or will have served one year on the Executive Board prior to nomination.

#### **Section III. Duties**

- A. President:** The President shall be the chief executive officer of CRANE, shall preside over all meetings of the Executive Board and the membership, shall have general and active management of the business of CRANE and shall see that all orders and resolutions of the Executive Board are carried into effect; shall appoint all standing committee chairpersons and the parliamentarian, shall be an ex-officio member of all committees except the Nominating Committee. The President shall submit an annual report at the annual meeting combining the reports of all members of the Executive Board.
- B. President-Elect:** The President-Elect shall succeed to the office of President at the conclusion of his/her (President's) term of office. The President-Elect shall assist the President and the Vice President in their duties throughout the year. The President-Elect may appoint the Standing Committee Chairpersons for his/her term of office prior to assuming the office of President. The President-Elect will be responsible for identifying potential annual meeting sites for approval by the Executive Board.
- C. Vice-President:** The Vice-President shall assume the duties and powers of the President in his/her absence. The Vice President shall be the coordinator of the annual meeting.
- D. Secretary:** The Secretary shall be responsible for keeping a record of all proceedings and shall be responsible for general correspondence of CRANE.

- E. Treasurer:** The Treasurer shall be responsible for the receipt and disbursement of all funds of CRANE. The Treasurer shall submit a report for the fiscal year at the annual meeting. The treasurer shall be responsible for filing all required paperwork with the Internal Revenue service and/or other regulatory agencies. The Treasurer shall be bonded, the bonding fee paid for by the association.

#### **Section IV. Nomination and Election**

- A. Subject to the approval of the Executive Board, the Nominating Committee shall develop rules and regulations for the conduct of the election.
- B. Elections shall be by mail ballot. The Nominating Committee shall be responsible for the preparation and e-mailing of the ballots at least thirty (30) days prior to the annual business meeting. The Nominating Committee shall be responsible for identifying those members without access to email. Mail ballots shall be mailed to those members within thirty (30) days prior to the annual business meeting.
- C. Elections shall be decided by majority vote. In case of a tie, the election shall be decided by lot.
- D. Ballots shall be counted by at least three (3) members of the Nominating Committee.

#### **Section V. Term of Office**

The term of office shall be from January 1<sup>st</sup> to December 31<sup>st</sup>. The term of office shall begin January 1<sup>st</sup>.

#### **Section VI. Vacancies**

- A. All vacancies, except the office of the President and the President-Elect, may be filled for the unexpired term by appointment by the President with the approval of the Executive Board.
- B. In the case of a vacancy in the office of the President, the Vice-President shall complete the unexpired term of the President.
- C. In the case of a vacancy in the office of the President-elect, this office shall be filled by majority vote of the members present and voting at the next regular, special or annual business meeting.

#### **Section VII. Succession**

No officer, whether elected or appointed, shall succeed himself/herself in the same office for more than two consecutive terms.

## **ARTICLE V**

### **MEETINGS OF THE MEMBERSHIP**

#### **Section I. Regular Meetings**

There shall be a minimum of two meetings a year held at such time and place as shall be determined by the Executive Board. One of these meetings shall be designated as the Annual Meeting and shall be held in the Fall.

#### **Section II. Special Meetings**

Special meetings may be called by the President, the Executive Board, or upon written request of five (5) active members. The purpose of the meeting shall be stated in the notice of the meeting and no other business shall be transacted.

#### **Section III. Notice**

Written notice stating the place, date and time of regular or annual meetings shall be mailed to each member at least thirty (30) days prior to the meeting.

Written notice stating the place, date, time and purpose of special meetings shall be mailed to each member at least fifteen (15) days prior to the meeting.

#### **Section IV. Quorum**

A majority of the voting members, including two members of the Executive Board, present at any duly announced meeting shall constitute a quorum.

## **ARTICLE VI**

### **EXECUTIVE BOARD**

#### **Section I. Composition**

The Executive Board shall consist of the elected officers of CRANE, the immediate Past President and the Chairpersons of the Standing Committees.

#### **Section II. Duties**

The Executive Board shall act for CRANE between meetings of the membership and shall be responsible for the management of the daily business and professional affairs of CRANE.

### **Section III. Meetings**

Meetings shall be held at the call of the President or the majority of the Board. Written notice stating the place, date, time and purpose of meetings shall be mailed or emailed to each board member at least thirty (30) days prior to the meeting.

### **Section IV. Quorum**

A quorum shall consist of five members.

### **Section V. Business by Mail, E-Mail or Telephone**

Matters requiring action between meetings of the Executive Board which, in the opinion of the President, do not warrant a called meeting may be conducted by mail, e-mail or telephone vote, all members having been contacted. All such action shall be ratified at the next meeting. Members of the Executive Board shall be given at least fifteen (15) days to vote on matters that cannot wait till the next scheduled board meeting.

### **Section VI. Removal**

The Executive Board is empowered to remove from office, by two-thirds vote of the entire Executive Board, any officer or committee chairperson who fails to perform the duties of his/her office as required by the bylaws and standing rules.

## **ARTICLE VII**

### **COMMITTEES**

#### **Section I. Standing Committees**

The standing committees of CRANE shall be Annual Program, Bylaws, Education, Finance, Membership, Nominating, Public Relations/Publications, and Ethics. The composition, size and duties of the committees, other than Nominating, shall be set forth in the standing rules. Unless specified otherwise, the chairperson of each committee shall appoint the committee members.

#### **Section II. Nominating Committee**

The nominating committee shall consist of five (5) members to be elected at the annual meeting. This committee shall be responsible for conducting and implementing all elections of CRANE. The elected committee shall meet at the close of the annual meeting to elect the chairman.

## **ARTICLE VIII**

### **BOARD OF ADVISORS**

#### **Section I. Composition**

The Board of Advisors shall consist of four (4) persons. Advisors need not be members of CRANE or residents of the New England region, but should be interested in assisting CRANE, and have expertise in the areas of administration, business, computer science, ethics, law, medical records, medicine, research, quality assurance, or other areas needed by CRANE.

#### **Section II. Duties**

The Board of Advisors will advise the Executive Board and Standing and Special Committees in their areas of expertise.

#### **Section III. Tenure, Nomination and Appointment**

Nominations shall be made by the membership at the annual meeting and appointment made by the Executive Board. Two advisors shall be appointed each year for a two-year term.

#### **Section IV. Meetings**

The Board of Advisors may meet with the Executive Board in an advisory capacity (without vote) at the annual meeting or at a mutually agreed time and location. Advisors may meet with the Executive Board, Standing or Special Committees when their expertise is needed.

## **ARTICLE IX**

### **STANDING RULES**

#### **Section I.**

Unless specified otherwise, the Executive Board shall establish and amend the Standing Rules necessary to carry on the business of CRANE.

#### **Section II.**

The Executive Board shall notify the membership of any changes to the Standing Rules. Standing Rules shall be published and made available to the membership.

#### **Section III.**

Any Standing Rule adopted by the Executive Board may be amended or rescinded by a two-thirds (2/3) vote of the voting members present and voting at any meeting of the membership.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XI**

### **AMENDMENT OF BY-LAWS**

These by-laws may be amended by a two-thirds (2/3) vote of the voting members present and voting at any business meeting of CRANE, provided that the amendment has been proposed by the Executive Board, Standing Committee, or by an active member in good standing. All proposed amendments will be submitted to the By-Laws Committee for review. The By-Laws Committee will be responsible that a copy of the proposed amendment has been submitted in writing to every member one month prior to the business meeting at which it will be voted upon.