

CANCER REGISTRARS ASSOCIATION OF NEW ENGLAND, INC.

Standing Rules

I. Membership

- A.** All applications for membership shall be submitted in writing to the Chairperson of the Membership Committee. The application shall include a resume of the applicant's years of experience and/or education.
- B.** Upon review of the Membership Committee, applicants shall be notified of the action taken. If membership is not accepted, dues shall be refunded.
- C.** Dues and late assessment fees will be reviewed and determined each year by the Finance Committee and the Executive Board.

II. Nomination and Election of Officers

- A.** The Nominating Committee shall consider prospective candidates submitted by the membership, as well as those submitted by the Nominating Committee, in preparing a slate of candidates for office.
- B.** For the office of Vice-President, the Nominating Committee will give preference to active members who have served on the Executive Board.
- C.** Candidates must sign a consent form and prepare a Candidate Profile Summary to appear on the ballot.

III. Committees

A. Bylaws

This Committee shall consist of a chairperson and two (2) or more members. The Committee shall receive and review for appropriateness all proposed amendments to the Bylaws. The Committee shall be responsible for mailing proposed amendments to the membership at least thirty (30) days prior to the meeting at which the amendments will be voted upon.

B. Membership Committee

This Committee shall consist of a chairperson and two (2) or more members. The Committee shall design membership applications, approve and process applications for membership, conduct membership drives, keep on file all membership applications and be responsible for coordinating the membership directory and email addresses. Mailing labels must be provided for those members not having access to email.

C. Annual Program Committee

The Vice President shall serve as Chairperson of the Annual Program Committee. One member from the Education Committee and another from the Public Relations/Communications Committee will also serve on the Annual Program Committee.

D. Education Committee

The Education Committee shall prepare and arrange one day programs, CTR preparation, and basic training programs for CRANE. The Committee shall consist of a chairperson and two (2) or more members.

E. Public Relations/Communications Committee

This Committee shall consist of a chairperson and two (2) or more members. This Committee shall be responsible for preparing and mailing the publications of CRANE and shall design and implement projects to bring CRANE to the attention of the public and other allied health professions.

F. Finance Committee

This Committee shall consist of the Treasurer, who shall act as the Chairperson, the President, the President-Elect, the Vice President, and one member of the Board of Advisors. The advisor should have financial expertise and will serve without a vote. This Committee shall be responsible for establishing a line item budget each year and for determining auditing methods for that term.

G. Editorial Committee

This Committee, a special Committee, shall consist of the President-Elect, the Immediate Past-President, and a member appointed by the President. This Committee shall be charged with the review of the contents of the official CRANE publication prior to its mailing to the membership.

H. Ethics Committee

This Committee shall consist of a chairperson and two (2) or more members to be chosen by the chairperson and approved by the Executive Board. This committee shall be responsible for assuring ethical conduct by CRANE members at the highest professional level in conducting CRANE business and to aid the Association in achieving its objectives as stated in its Bylaws.

IV. Official Publication

The CRANE Newsletter shall be the official publication of CRANE. Prior to each publication, the newsletter shall receive approval by the Editorial Committee.

V. Parliamentarian

The Parliamentarian shall be appointed by the President, shall be informed of Robert's Rules of Order, Newly Revised, shall advise the presiding officer on points of parliamentary law. The Parliamentarian may be any person, member or non-member, who is qualified to serve in this capacity. Reimbursement for expenses for attendance by the Parliamentarian shall be determined in the contractual agreement.

VI. Annual Meeting

The program and arrangements for the Annual Meeting will be made by the Annual Program/Education Committee and Public Relations/Communications Committee.

VII. Registration Fees

The Executive Board and Finance Committee will determine the registration fees to be charged at the CRANE Annual meeting. Non-members will be charged a surcharge. Non-members will be given the member rate for the remainder of the fiscal year if they take over a tumor registry position in an institution where the membership is paid by the institution.

- A. The Finance Committee, with approval from the Executive Board, will set the fee for a one (1) day symposium for members and for non-members.
- B. There will be a late charge added to the daily symposium fee for missing the registration deadline by registering by telephone or at the door. This statement will be printed on all program brochures. The late charge will be set by the Finance Committee with approval from the Executive Board.

VIII. Examination of Financial Records

The President shall secure the services of a professional auditor/bookkeeper, to examine the financial records of CRANE at end of each fiscal year, or before a new Treasurer takes office.

IX. The Sadie Hayden Memorial Scholarship Fund

- A. The Sadie Hayden Memorial Scholarship Fund is a fund of \$500.00 a year to be used to assist members in attending the Annual Meeting of CRANE. Up to five (5) \$100.00 (one hundred dollars) stipends may be awarded each year by the Executive Board.
- B. To qualify for the stipend, the applicant must meet the following guidelines:
 - 1. The member must be an applicant in good standing one whole year prior to the application.

2. The applicant must have actively served as a committee member of Executive Board members of CRANE during the current year OR be willing to actively serve CRANE in the coming year.
3. The applicant must submit a written application to the Executive Board which includes:
 - a. A statement of purpose and objectives for attendance.
 - b. A record of service to CRANE or a statement of willingness to serve CRANE in the upcoming year.

C. Recipients may not apply for a stipend in the following year.

X. The Ann Gibson Memorial Speaker Fund

The Ann Gibson Memorial Speaker Fund is a fund of up to seven hundred and fifty dollars (\$750.00) a year to be used as an honorarium for an exceptional speaker at the Annual Meeting. The speaker is selected by the Program/Education Committee and approved by the Executive Board.

XI. Reimbursement of Executive Board and Committee Member Expenses

- A. Executive Board, Committee chairpersons and Committee members will receive the following reimbursements for travel to Executive Board and Committee meetings.
 - a. Automotive expenses at the current Internal Revenue Service mileage allowance.
 - b. Parking fees: 100%
 - c. Public transportation expense: 100%
 - d. Officers and Committee Chairs shall be reimbursed a one night hotel stay for the attendance at the Executive Board meeting held in conjunction with the annual meeting.
- B. The President will receive full financial support for the CRANE Annual Meeting (room, registration, meals (up to \$25.00 per day) and travel at the current Internal Revenue Service mileage allowance.
- C. The President will receive full financial support for the NCRA Annual Meeting (room, registration, meals (up to \$25.00 per day) and travel (economy airfare or current Internal Revenue Service mileage allowance.)
- D. The Vice-President, serving as Annual Program Committee chairperson, will not be charged a registration fee at the CRANE Annual Meeting.
- E. The President-Elect will not be charged a registration fee at the CRANE Annual Meeting in which he/she is installed as President.

XII. Executive Board Business by Mail, Email, or Telephone

All mail, email, or telephone votes are to be ratified at the next Executive Board meeting, documented, and a copy of the results to be distributed to the Executive Board and filed with the secretary.

XIII. Distinguished Member Award

A Distinguished Member Award category will be established by the CRANE Executive Board. To be nominated in writing by a member in 250 words or less, to be reviewed by a committee of at least two (2) long-term members and an advisor, and approved by the Executive Board.

XIV. Executive Board Meeting Attendance

The members of the Executive Board will be required to attend 50% of the meetings and attendance will be kept by the secretary.