

ARKANSAS CANCER REGISTRARS ASSOCIATION
BYLAWS
Revised September 2007

ARTICLE I
NAME

The name of organization shall be The Arkansas Cancer Registrars Association.

ARTICLE II
PURPOSE

The purpose of this Association shall be:

1. To promote research and education in a Cancer Registry and to be of greater service to the cancer patient and the physician.
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 field.
4. To initiate and/or participate in programs to improve and standardize the compiling of Cancer Registry information.
5. To be a non-profit organization and not a trade union or collective bargaining agency.

ARTICLE III
MEMBERSHIP

SECTION I. Classification of Membership

- A. Active: An active member shall be a Certified Cancer Registrar or a person whose primary occupation is involved with any or all facets of tumor registry work. For example, Hospital Based Registries, Central Registries, Consultants, and Vendor support personnel. 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 interested in the purpose of ArCRA who does not meet the qualifications of active membership. An associate member shall not vote, hold office, or chair a committee but may be appointed to serve on a committee.
- C. Student: A student member shall be a person who is enrolled in a college level curriculum and is interested in the purpose of ArCRA but does not meet the qualifications for active membership. A student member shall be eligible for this classification of membership for no more than one five consecutive year period. A student member shall not vote, hold office, or chair a committee, but may, by special appointment, serve on a committee.
- D. Honorary Life Membership: Any person who has made a significant contribution to the profession of the Cancer Registry and/or Tumor Board administration or has rendered distinguished service in the profession or its related fields may be elected to honorary membership by a unanimous vote of the members present and voting in a duly announced business meeting of the membership.
 1. Honorary members shall be exempt from dues and shall possess none of the rights and privileges of other classes of membership. An honorary member shall not hold any other class of membership in ArCRA.
- E. Charter Membership: Persons signing adoption of these BYLAWS on April 23, 1975, and all who joined the Association on or before the date of the first Annual Meeting shall be considered Charter members, whether active or associate status is preferred. Charter members shall be exempt from paying annual association dues.

SECTION II: Application for Membership

Application for membership shall be submitted in writing, provide the necessary information for the membership files, and be accompanied by payment for the appropriate dues. New applications shall agree to uphold the Association's professional code of conduct and to observe the Bylaws.

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SECTION III: Annual Membership Dues

- A. The dues for all membership classifications shall be recommended by the Executive Committee and approved by the membership at any Annual Business Meeting.
- B. Dues to cover the period January 1 through December 31 and shall be due on January 1 of each year. A late fee shall be assessed if dues are not paid by February 15th of each year as designated on the Membership Application Form.

SECTION IV: Forfeiture

If the dues for the current year are not received within sixty (60) days from January 1st, membership shall be forfeited.

SECTION V: Reinstatement

Former members whose membership status is forfeited for non-payment of dues shall submit a new application for membership with any reinstatement fee set by the Executive Committee, and shall be approved by the Executive Committee before reinstatement is granted. If disapproved, the dues (and any reinstatement fee) shall be refunded.

SECTION VI: Censure, Suspension, and Expulsion

Any member who violates the BYLAWS or Code of Ethics of ArCRA may be censured, expelled, or suspended from the membership by two-thirds (2/3) vote of the entire Executive Committee after a hearing. Provided said member has been given a copy of the charged 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 registered letter, return receipt requested, mailed to such member's last known address. An appeal regarding the action of the Executive Committee may be taken to the membership at the Annual Business Meeting in which event the decision shall be a three-fourths (3/4) vote of the members present and voting and such decision shall be final.

ARTICLE IV OFFICERS

SECTION I: Officers

The officers of ArCRA shall be

- A. President
- B. President-elect
- C. Secretary
- D. Treasurer
- E. Immediate Past President
- F. ACCR Liaison (non-voting)

SECTION II: Eligibility

Any active member in good standing for one full year prior to nomination shall be eligible to hold office.

SECTION III: Term of Office

The term of office is effective at the close of the annual meeting at which they are elected. Terms of office shall be for (1) year with the exception of President-Elect who serves one year as President-Elect, one year as President, and one year as Immediate Past President.

SECTION IV: Vacancies

- A. All vacancies, except the office of President may be filled for the un-expired term by appointment by the President with the approval of the Executive Committee. A vacancy filled in the office of President-elect shall be only until the end of the term.
- B. The President-Elect shall complete the unexpired term of President.

SECTION V: Nominations and Elections

All officers shall be elected at the Annual Business Meeting from ballots mailed to the membership by the Nominating Committee.

- A. Members shall nominate any eligible member for office. It is the responsibility of the Nominating Committee to contact those nominated to obtain their consent to run. Members wishing to run for office may contact the Nominating Committee to place their name for consideration.

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- B. Requests for nominations will be announced in the summer edition of the ArCRA newsletter as well as by blast e-mail to the membership. Each member will be contacted by the Nominating Committee to solicit nominations.
- C. The Nominating Committee will compile a slate of candidates and mail ballots with voting instructions to each voting member at least 30 days prior to the annual meeting.
- D. At least one candidate will be nominated for each office.
- E. Ballots will be mailed to the Nominating Committee chair no later than one week prior to the annual meeting.
- F. Election shall be by plurality vote regardless of the number of candidates on the ballot. In case of a tie vote, the election shall be decided by lot. Names of the candidates receiving a tie vote will be placed in a box. An individual other than the candidates will pull out the successful name.
- G. At least three members of the Nominating Committee, unless the member's name is on the ballot, will tally the ballots at the Annual Meeting. Board members may count these ballots if the Nominating Committee is not in attendance.
- H. The results of the election shall be announced by the President at the Annual Business Meeting.
- I. Ballots shall be destroyed at the end of the Annual Business Meeting.

SECTION VI: Duties of Officers

- A. President:
 - 1. Shall preside at all meetings; be a member ex-officio of all Committees.
 - 2. Shall have the privilege of calling a special meeting if requested. Use Article V Section II.
 - 3. Of appointing a Parliamentarian if deemed necessary.
 - 4. Unless specified otherwise the President shall appoint all Standing Committee Chairs.
 - 5. Shall serve as the ArCRA delegate to the NCRA Annual Meeting. ArCRA will sponsor the President to attend the NCRA Annual Meeting unless the President's employer pays for the trip. In that cases another officer would be chosen to attend the meeting. The officers would be chosen in this order 1) President-elect, 2) Secretary, 3) Treasurer, and 4) Past President. ArCRA would sponsor the President each year as long as the Treasury does not fall below \$3000
- B. President-Elect:
 - 1. Shall assume duties of the President during the President's absence.
 - 2. Shall succeed to the office of President in case of a vacancy.
 - 3. Shall automatically move to office of President when his/her term is over.
 - 4. Shall serve as ex-officio of the Education and Program Committee
- C. Secretary:
 - 1. Shall be custodian of all records and transactions of the Association and committee reports.
 - 2. Shall keep a roll of the membership.
 - 3. Shall have on hand at each meeting a list of all existing committees and their members.
 - 4. Shall conduct the general correspondence of the Association.
- D. Treasurer:
 - 1. Shall be responsible for the receipts and disbursements of all funds of the Association and shall keep an accurate record thereof.
 - 2. Shall bill the membership for dues in November of each year.
 - 3. Shall serve as ex-officio of the Ways and Means Committee.
- E. Immediate Past President:
 - 1. Shall assist the President with the business of the Association.
 - 2. Shall provide advice to the Executive Board when requested.
 - 3. Shall serve as Liaison Representative to NCRA as set forth in Article VII, Section III.
 - 4. Shall serve as ex-officio of the Nominating Committee.
- F. Arkansas Central Cancer Registry (ACCR) Liaison Representative:
 - 1. Shall serve as a representative of ACCR for advice and knowledge regarding ACCR activities and processes relevant to ArCRA business. (Non-voting member)

SECTION VII: Appointment of Historian

The President with the approval of the Executive Committee will appoint an active member to serve as historian for a one (1) year period. The historian scrapbook will be displayed at the annual meeting.

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**ARTICLE V
MEETINGS**

SECTION I: Annual Meeting

The Annual Meeting of this Association shall be for the purpose of

- A. Electing Officers
- B. Receiving reports of the officers and committees and for any business that may arise.
- C. The Annual Business Meeting of ArCRA shall be held in conjunction with the Annual Conference to be held in the Fall of each year.
- D. Notice shall be sent by the Secretary to all members at least 30 days before the meeting.
- E. Each annual meeting shall have a minimum of nine (9) CE hours available.
- F. Each annual meeting shall be under the direction of the Education and Program Committee.

SECTION II: Special Meeting

Special meetings may be called by the President or by the Executive Committee and shall be called upon the written request of ten percent (10%) of active members of the Association. The purpose of the meeting shall be stated in the call, and no other business shall be transacted. Except in case of dire emergencies, at least fifteen (15) days' notice shall be given.

SECTION III: Quorum

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

**ARTICLE VI
EXECUTIVE COMMITTEE**

SECTION I: The current officers together with the Immediate Past President shall constitute the Executive Committee.

SECTION II: The Executive Committee shall have the power to fill vacancies occurring in any office by appointing an Association member to complete the un-expired term.

SECTION III: The Executive Committee shall have general charge of the business affairs of the Association; may make such rules and regulations as it deems necessary for the management and well-being of the Association and for the carrying out its objectives. Decisions of the Executive Committee shall be taken by a majority vote, a quorum being present, except where otherwise specified in the Bylaws.

SECTION IV: Regular meeting of the Executive Committee shall be held immediately before and after the annual meeting, the place and date to be fixed by the President and as deemed necessary.

SECTION V: The Executive Committee is authorized to perform such duties as from time to time are deemed expedient. It shall be the duty of the Executive Committee to facilitate the conduct of business of the Association.

SECTION VI: It shall be the further duty of the Executive Committee to act as censor, grievance committee, and mediation board regarding membership concerns.

SECTION VII: Have the authority to discipline any member for violation of the ArCRA Code of Ethics or the provisions of the Bylaws. Such disciplinary action may be in form of censure, suspension, or expulsion and shall require a two-thirds (2/3) affirmative vote of the entire Executive Committee. Executive Committee shall follow procedures prescribed in Article III.

SECTION VIII: Be empowered to remove from office, by two-thirds (2/3) affirmative vote of the Executive Committee, any officer or committee chair who fails to perform the duties of his/her office as required by the Bylaws and Standing Rules.

SECTION IX: Have the authority to establish such procedures, as it considers appropriate to assure adequate budgetary and financial controls for ArCRA.

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SECTION X: Shall audit the books at the end of the treasury's office term.

SECTION XI: The President shall serve as chairman of the Executive Committee, shall appoint the Nominating Committee for new officers, with additional nominations accepted from the membership, as elsewhere provided in the Bylaws.

SECTION XII: The Executive Committee shall meet at the call of the President, or upon request of three (3) of its active board (Executive Committee) members. It shall make a complete report at each meeting of the Association.

ARTICLE VII COMMITTEE FUNCTIONS

SECTION I: The **Standing Committees** shall be the following

- A. Ways and Means
- B. Education and Program
- C. Nominating and Membership
- D. Bylaws

The Standing Committee chairmen will serve the term as appointed by the President, with the approval of the Executive Committee. They shall appoint the committee members. The Executive Committee as a committee of the whole at its discretion may handle these committee functions. The President shall serve as ex-officio member of all committees.

SECTION II: Special Committees

As deemed necessary, special Committees may be created by the Executive Committee to carry on the affairs of ArCRA. The membership may recommend the formation of special committees.

SECTION III: Liaison Representation

The Immediate Past President will serve as the Liaison Representative to the National Cancer Registrars Association. The Liaison's term shall begin at the end of the annual meeting for which new officers are elected and end at the next election. The Liaison must hold membership with NCRA. If the Immediate Past President is unable to fulfill the NCRA membership requirement the President will appoint a liaison representative.

The Arkansas Central Cancer Registry will appoint a member of their staff to serve as a Liaison Representative to the ArCRA Board. The Liaison's term shall begin at the end of the annual meeting for which new officers are elected and end at the next election.

ARTICLE VIII SEAL OF THE ASSOCIATION

The seal of the Association shall be the state outline of Arkansas with the letters "ArCRA" diagonally across the state from bottom left to top right.

ARTICLE IX AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds (2/3) vote of active members present and voting at any Annual Meeting, or by mail when 2/3 members return the ballots within 30 days of mailing date, provided the amendment has been proposed by the Executive Committee and has been sent, in writing, by the Secretary to all members at least thirty (30) days before the Annual Meeting.

ARTICLE X SCHOLARSHIP

SECTION I: ArCRA will set aside \$1,500 annually for scholarship/education purposes as long as the treasury operating fund does not fall below \$3,000. These monies would be designated in the following ways.

- A. CTR Exam Scholarship: The person applying for a scholarship to sit for the CTR exam must meet the requirements of the exam qualifications, must be an active member of ArCRA for a minimum of one

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- (1) year. ArCRA will only pay for the test fee; not any additional fees incurred (travel, lodging, and food) as a result of taking the exam. The candidate for the exam can only receive this scholarship one (1) time. Applications must be made to the Executive Committee three (3) months prior to taking the exam. Applications can be obtained from the President of ArCRA. The Executive Committee will make the final decision on all scholarship applications. The scholarship can be used in the event that the applicant's employer will not financially support the expense of the exam.
- B. Other Educational Scholarship: The person applying for other educational scholarships must be an active member of ArCRA for a minimum of one (1) year. This scholarship is designated for the purpose of furthering Cancer Registry knowledge through meetings or educational materials. ArCRA will not be responsible for the cost incurred (travel, lodging, and food) as a result of attending a meeting except for the following education scholarship: attendance at the ArCRA Annual Fall Educational Meeting to cover registration, hotel, mileage, and per diem for food. Hotel will be covered only if traveling 50+ miles to meeting. Mileage and per diem for food will be paid at the current state travel rates. Up to three (3) full ArCRA Annual Fall Educational Meeting scholarships will be awarded each year. Applications must be made to the Executive Committee for these scholarships at least three (3) months prior to the meeting or prior to educational materials being purchased. Applications can be obtained from the President of ArCRA. The Executive Committee will make a decision on all scholarship applications and may utilize the outside independent assistance of the Arkansas Central Cancer registry Advisory Board as needed. The scholarship can be used in the event that the applicant's employer will not financially support the expense of the educational meeting or educational materials.

ARTICLE XI HONORIUM

SECTION I. ArCRA will pay an honorarium for certain types of activities provided to ArCRA as defined below:

- A. An honorarium is a method of payment granted in recognition of a special service or distinguished achievement.
The types of activities for which honorarium payments may be made include the following:
1. A special lecture or activity sponsored by the ArCRA association.
 2. Participation in a seminar or workshop as a guest speaker sponsored by the ArCRA association.
 3. A speaking engagement.
- Non-honorarium transactions include the following:
1. The payment of an honorarium may not be used in lieu of a consulting agreement or independent contract as a means of paying compensation for professional services.
- B. Eligibility requirements: Generally, honoraria are paid to persons of scholarly or professional standing in conjunction with an academic activity. Both members and non-members are eligible to receive honorarium payments.
- C. An honorarium will not exceed \$100 unless deemed necessary and approved by the Executive Board and will apply to the following: Medical Staff, Certified Registrars, Motivational Speakers, ArCRA Members, Independent Consultants, Vendor Speakers, Local or Regional Speakers, Outside Groups or Panels. Travel Expenses will be paid for speakers who must travel 50+miles to the ArCRA event and will be reimbursed at the current state rate.
- D. Payment methods:
1. ArCRA Members
 - a. Donation to a charitable organization of speaker's choice not to exceed the allowable rate.
 - b. Check in the amount of no greater than the allowable rate.
 2. Non-ArCRA Members
 - a. Donations to a charitable organization of speaker's choice not to exceed the allowable rate.
 - a. Check in the amount of no greater than the allowable rate.
- E. Payment approval:
All forms of payment are subject to Executive Board approval. The speaker must complete the honorarium form for appropriate payment. All checks will require the signature of two (2) Board members with voting privileges. All checks must include who/what the check is written for in the memo section. If payment is made to a charitable organization, document the appropriate speaker.
- F. Payment Distribution
Checks for honorarium payments should be mailed directly to payee unless otherwise stated and agreed upon by the Executive Board.

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G. Procedure

1. A request for payment of an honorarium must be submitted to the a member of the Executive Board or the Educational Planning Committee on a Honorarium Recipient Worksheet Form, which includes:
 - a. The payee’s social security number and current address
 - b. Brief statement of justification for payment
 - c. The speaker or participant must sign the form to verify information for payment
 - d. The honorarium payment form must not exceed the amount of allowable rate
 - e. All checks must be signed by two (2) voting members of the ArCRA Executive Board.

CODE OF ETHICS

To carry out the purpose of the organization, the Arkansas Cancer Registrars Association has adopted the following code of ethics:

The Cancer Registrar will:

- A. Strive to uphold the purpose of the Association by seeking to improve personal knowledge and quality of work performed by sharing knowledge and quality of work performed by sharing knowledge and experience with other registrars and by being diligent in furthering knowledge in all phases of registry work.
- B. Conduct herself/himself with dignity, and in doing so, bring honor to herself/himself, the cancer registry profession, and the Association.
- C. Preserve the confidentiality of the health records and decisions made at Cancer Committee meetings and patient care clinics.
- D. Promote to others the tenets of confidentiality.
- E. Represent truthfully and accurately professional credentials, education, and experience.
- F. Refuse to participate in illegal or unethical acts and uphold the standards of the profession by reporting any breach of this Code to the Executive Committee of the Association.

GUIDELINES FOR CONSULTANTS

The Consultant will:

- A. The rules of confidentiality shall be strictly observed with respect to one’s knowledge of a great many hospitals.
- B. Fees shall be fair and equitable and shall be calculated as accurately as possible; underestimated charges may not be recouped.
- C. Scope of project, project deliverables, timeliness, and responsibilities of both consultant and contracting facility shall be well established before work is begun.
- D. Use of a hospital’s materials for samples or examples shall be used only by permission in writing.
- E. When representing commercial vendors, care shall be taken to avoid downgrading other products or services, whether commercial or nonprofit.
- F. Conflict of interest shall be avoided.
- G. The Code of Ethics of the Arkansas Cancer Registrars Association (ArCRA) and the National Cancer Registrars Association (NCRA) shall be adhered to at all times.