

Colorado Cancer Registrars Association BYLAWS

ARTICLE I NAME

The name of the Association shall be the Colorado Cancer Registrars Association (CCRA).

ARTICLE II PURPOSE

The purpose of this Association shall be:

- ⇒ To promote research and education in Cancer Registry administration and practices so that we may be of greater service to the cancer patient;
- ⇒ To support a systematic course of study for Cancer Registrars;
- ⇒ To raise the level of knowledge and performance of Cancer Registrars through continuing education;
- ⇒ To disseminate information to members of this Association regarding current activities, research and trends in the cancer field;
- ⇒ To initiate and/or participate in programs to improve and standardize the compiling of Cancer Registry Information;
- ⇒ To seek active liaison with professional governmental organizations which utilize data derived from Cancer Registries;

This Association is not, nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in the Association will be denied membership in this Association because of race, religion, sex, origin, or political affiliation.

ARTICLE III MEMBERSHIP **SECTION I Classification of Membership**

The four (4) classes of membership shall be:

- A. ACTIVE:** An active member shall be one whose primary occupation is involved with any facet of Cancer Registry work or person interested in promoting the principles and purpose of CCRA and who has paid the current dues. An active member shall be entitled to all membership privileges including the right to vote, hold office, or chair a committee.
- B. ASSOCIATE/STUDENT:** A person interested in the objectives, goals, and activities of CCRA or a student currently enrolled in a college level curriculum pertaining to the Medical Records/Cancer Registry field. This class of membership cannot vote, hold office or chair a committee, but may serve on a committee. An associate/student member is not eligible to apply for the CTR exam grant. The associate must pay for the meeting registration fees. The associate/student cannot be a CTR or actively working in the cancer data management field.
- C. SUSTAINING:** A person, institution, or organization interested in promoting the objectives, goals, and activities of CCRA. This class of membership cannot vote, hold office, chair a committee, or serve on a committee.
- D. HONORARY:** Any person who has made a significant contribution to the profession of Cancer Registry Administration or rendered distinguished service in the profession or related field may be elected to Honorary Membership by a vote of active members present

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

It is the responsibility of the members to assure their contact information is correct on the membership listing. This listing is sent to the members at the time of the membership renewal and will be available at the scheduled CCRA meetings. If member contact information changes, please forward the changes to the Treasurer as soon as possible.

SECTION II Membership Benefits

- A. Reduced cost for continuing education hours.
- B. Membership dues pay for registration at Spring and Fall meetings each fiscal year. The registration does not include the cost of the lunch.
- C. The opportunity to network with other oncology data collectors and provide input through committee membership.
- D. Opportunity for grant money to write the certification exam.

SECTION III Application for Membership

An application shall be submitted in writing to the Membership Committee in a manner prescribed by the Executive Committee and Membership Committee together with applicable dues for the current year.

SECTION IV Fiscal Year

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

SECTION V Dues

- A. The dues for all membership classifications shall be recommended by the Executive Committee and approved by a quorum of the membership at any CCRA Business Meeting.
- B. Dues cover the period January first (1st) through December thirty-first (31st) and shall be payable on January 1 of each year. Dues are delinquent if not paid within ninety (90) days of January first (1st) of each year.
- C. Dues for members shall be payable according to a set fee schedule as voted by the membership.

SECTION VI Forfeiture of Membership

If dues for the current year are not received by the Treasurer of the Association within ninety (90) days from January 1 of the current year, membership shall be automatically forfeited.

SECTION VII Resignation

Any member in good standing may resign from the Association by submitting his or her resignation in writing to the Executive Committee. Dues are not refundable.

SECTION VIII Reinstatement

- A. A former member whose membership has been forfeited for non-payment of dues must submit an application for membership together with annual dues plus the reinstatement fee to the Treasurer.
- B. The amount of the reinstatement fee shall be three dollars (\$3.00) payable by any former member whose membership has been forfeited for non-payment of dues.

ARTICLE IV OFFICERS AND DUTIES
SECTION I Officers

The officers of this Association shall be:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Immediate Past President

SECTION II Eligibility

Any active member in good standing for six (6) months prior to nomination shall be eligible to hold office.

SECTION III Term of Office

The term of office shall be two (2) years. Officers shall assume office at the beginning of the fiscal year following the election.

SECTION IV Duties of Officers

- A. **President** shall preside at all meetings, shall appoint all standing committee chairpersons, shall perform duties as customary usage and parliamentary procedure may require, shall be a member ex-officio of all committees except the Nominating Committee.
- B. **Vice-President** shall assume the duties of the President in his or her absence, shall complete the un-expired term of the President in the event of vacancy, and shall assist the President in carrying out his or her duties. The duties of the Vice-President shall include acting as chair of the Education Committee.
- C. **Secretary** shall keep a record of all proceedings of the Association and see that the minutes of all meetings are sent to the Executive Committee, shall keep on file all committee reports, shall keep a copy of the official roster provided by the Treasurer, shall keep attendance records, shall have on hand at each meeting a list of all existing committees and their members, shall conduct the general correspondence of the Association.
- D. **Treasurer** shall be responsible for the receipt and disbursement of all funds of the Association and keep an accurate record thereof, shall bill the membership dues, shall maintain an official list of the membership. This membership list will be distributed to all active members at the time of membership renewal. The membership list will be available at the CCRA meetings for review by the members to assure their contact information is current.
It is the responsibility of all of the officers to attend the scheduled board meetings. Officers of CCRA and the committee chairpersons are required to attend a minimum of one board meeting a year.

SECTION V Nominations and Elections

- A. Nomination for office shall be made by the Nominating Committee from the list of eligible members as prepared by the Membership Committee. Each nominee must give prior written and/or oral consent to serve before his or her name is placed on the ballot. The ballot shall contain a biographical sketch of each nominee.
- B. All officers shall be elected by ballot that will be postal mailed or e-mailed at least thirty (30) days prior to the fall meeting of election years. Ballots shall be prepared and postal mailed or e-mailed by the Nominating Committee. Ballots can be e-mailed or postal mailed back to the Nominating Committee.
- C. Election shall be by plurality vote regardless of the number of candidates. In case of a tie vote, the two (2) candidates with the highest number of votes shall be re-balloted at the fall meeting.
- D. Ballots must be received by the Nominating Committee no later than one week prior to the fall meeting.
- E. Ballots shall be counted by at least three (3) members of the Nominating and Executive Committees.

ARTICLE V MEETINGS
SECTION I Content

Meetings of the Association shall consist of any professional lectures, workshops, seminars, or special events sponsored by this Association.

SECTION II Frequency

- A. There shall be two (2) business meetings per fiscal year held in conjunction with the biannual meetings, one held in the Spring and one held in the Fall.
- B. Officers for the two (2) year term shall be announced at the Fall business meeting.
- C. Special meetings may be called by the Executive Committee.

SECTION III Executive Committee Meetings

The Executive Committee shall meet quarterly or as deemed necessary during the year, on the call of the President or a majority of the Executive Committee.

SECTION IV Quorum

A quorum shall be two-thirds (2/3) of the active membership.

ARTICLE VI EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the Officers of this Association, the immediate Past President, and the Chairpersons of the Standing Committees.

SECTION I Powers and Duties

- A. Vote expenditures of monies for special purposes.
- B. Fill by appointment all vacancies, except the office of President, in the elective offices. The chairpersons shall be filled by appointment of the President with the approval of the Executive Committee.

- C. Create, combine or dissolve committees or change their composition or responsibilities as deemed appropriate or necessary.

ARTICLE VII STANDING COMMITTEES

The Standing Committees of this Association, required to carry out the work of the Association, shall include the Education, Nominating, and Bylaws.

SECTION I Committee Duties

A. Education Committee

This committee shall consist of the vice president as the chairperson and two (2) or more members who shall:

- 1) Seek prior approval from NCRA for CE hours for meetings,
- 2) Be responsible for initiating and organizing special CCRA workshops,
- 3) Assist a hosting hospital upon request with the educational program, speakers for meetings, and
- 4) Be responsible for awarding grant monies for Cancer Registry Certification Exams.
- 5) Generates the certificates for CE awards at the CCRA meetings.

B. Nominating Committee

This committee shall consist of two (2) or more members and a Chairperson who shall:

- 1) Be responsible for preparing and mailing ballots to the general membership, and
- 2) Solicit nominees from the general membership for offices.

C. Bylaws Committee

This committee shall consist of one (1) or more members who shall:

- 1) Receive from members all proposed amendments to the bylaws, and
- 2) Submit proposed amendments from members together with any which the committee itself proposes.

SECTION II Eligibility

Any member in good standing for six (6) full months prior to appointment shall be eligible to be appointed as Chairperson of a Standing Committee.

SECTION III Vacancies/Ad-Hoc Committees

The President shall fill vacancies and appoint ad-hoc committees with approval by the Executive Committee.

ARTICLE VIII FINANCIAL ADMINISTRATION

SECTION I Officers Dues and NCRA Registration Fees

Dues of the Officers shall be paid by the Association for the length of their term of office. The Colorado Cancer Registrars Association will contribute a dollar amount equal to the registration fee of the NCRA meeting to allow the CCRA President to attend. In the event that the CCRA President is unable to attend the NCRA meeting, any other executive officer may be designated by the Executive Committee to attend. In the event no executive officer attends the NCRA annual meeting, the monies will remain in the treasury.

SECTION II Meeting Registration Fees

- A. **Members:** The registration fee for members will be \$40.00 per educational conference. The meeting registration fee includes handouts, mailing costs, breaks/luncheon fees and any facility expense.
- B. **Non-Members:** The registration fee will be \$65.00 fee per meeting.
- C. **Hosting Institution:** Beginning with the fall meeting in 2009, for institutions hosting the meeting, the board will waive the registration fee for up to 4 members.

SECTION III Billing of Dues

Billing of dues shall be done by the Treasurer in November of each year.

SECTION IV Disbursement of Certification Exam Grant Award

- 1. Grant funds in the amount of \$125.00 (maximum) are available to an active member of the Colorado Cancer Registrars Association who will be sitting for the Certification Exam.
- 2. There will be no reimbursement for members who wrote the exam prior to January, 1994.
- 3. An individual may only receive monetary assistance from CCRA one time to write the exam.
- 4. The grant application must include official documentation regarding the dollar amount the hospital is contributing to the applicant for writing the exam along with a copy of the hospital's policy for reimbursement of testing fees. CCRA will contribute 50% of the remaining balance up to \$125.00.
- 5. Completed grant requests must be submitted to the Education Committee by **February 1** to write the exam in the Spring of the year and by **August 1** to write the exam in the Fall of the year.
- 6. Award recipients will be notified within two (2) weeks.
- 7. The treasurer will write a check for the amount of the grant (the check will be made out to the testing agency). It is the responsibility of the member to submit the necessary paperwork and payment to the testing agency.

SECTION V Benevolence Fund

- A. An amount, not to exceed \$100.00, will be available to members of the association who experience a death in their immediate family (defined as spouse, child, sibling, or parent), or a crisis in their personal situation (unexpected high medical expenses). In the event of a death, the amount can be made as a direct payment to the member or as a contribution to a specific charity.

ARTICLE IX AMENDMENTS

SECTION I Submission of Proposed Amendments

Any proposed amendment shall be submitted in writing to the Chairperson of the Bylaws Committee at least sixty (60) days prior to the date of the meeting.

SECTION II Required Quorum for Adoption of Amendments

An affirmative vote of at least two-thirds of the active membership present at any meeting shall be required to adopt any amendment. The amendment shall become effective upon adoption.

SECTION III Sending Proposed Amendments to Members

It is preferable that a copy of the proposed amendments be sent to all members thirty (30) days prior to any meeting; however, amendments may be presented to the general membership at the meeting.

ARTICLE X DISSOLUTION

No part of the assets of the organization on dissolution, or otherwise, shall be for the benefit of any individual member, or officers. On liquidation or dissolution, all assets remaining after paying all debts and obligations, shall be distributed to the National Cancer Registrars Association, Scholarship Fund. Dissolution shall be handled by the presiding officers at the time of dissolution.

Officers 2009 - 2010

Karen Monjaras, CTR

President

Debra Cordes-Baker, CTR

Vice-President

Colleen Kok, RHIA, CTR

Secretary

Andrea Spaulding, RHIT, CTR

Treasurer

Shirley Delmont, RHIT, CTR

Immediate Past President