



# PENNSYLVANIA ASSOCIATION of CANCER REGISTRARS

## BYLAWS

### **ARTICLE I NAME**

**Section 1.1 NAME** - The name of this association shall be the Pennsylvania Association of Cancer Registrars, hereinafter referred to as the PACR.

### **ARTICLE II PURPOSE**

**Section 2.1 Purpose** - The purpose of PACR shall be to promote the ideals of the Cancer Registrar as a professional on the Health Care Team and to be of greater service to the cancer patient, health care administrators and physicians. To promote this purpose, PACR shall:

- A. Promote the professional development of individuals in the cancer registry profession.
- B. Provide educational and scientific programs for cancer registrars.
- C. Establish channels of communication for all working in the field of cancer registry.
- D. Publish newsletters of information, ideas and experience which will serve the interest of PACR members and advance the cancer registry profession.
- E. Convene an Annual Meeting of the membership for purposes of conducting PACR business, and for purposes of continuing education and professional development of PACR members.
- F. Conduct such other activities as may be consistent with the purpose of PACR as stated herein.
- G. PACR is hereby declared to be a non-profit organization. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person, otherwise qualified for membership PACR shall be denied membership because of race, religion, sex or political affiliation.

### **ARTICLE III MEMBERSHIP**

#### **Section 3.1 Classes of Membership**

- A. **Active** - An active member shall be one who is a Certified Tumor Registrar or a person whose primary occupation is involved with any or all aspects of cancer registry work, and have paid dues, as defined in Section 6.3, for the current calendar year. Active members in good standing shall be entitled to vote, chair a committee, and hold elective office.
- B. **Associate** - An associate member shall be one who supports the purposes of PACR and has paid the dues, as defined in Section 6.3, for the current calendar year. Associate members shall not be entitled to vote, chair a committee, or hold elective office. They are eligible to serve on committees, if selected.
- C. **Honorary Life** - Past-presidents and / or distinguished members will automatically become Honorary Life Members upon their retirement from active employment. They will retain all privileges of active membership without payment of dues. An honorary life member may hold no other class of membership in PACR.
- D. **Honorary** - Any person who has made a significant contribution, as determined by the Executive Committee, to the profession of Cancer Registry Administration or its related fields may be elected to Honorary Membership by a unanimous vote of the active members present and voting; his/her name having been recommended by the Executive Committee. These members shall be exempt from dues. Honorary members shall not vote, hold office, chair or serve on a committee. An Honorary Member may hold no other class of membership in PACR.
- E. **Sustaining** - Sustaining members are those persons, institutions or organizations interested in promoting the principles and purposes of the PACR. Sustaining members may not vote, hold office, chair or serve on a committee. They shall pay dues for the current calendar year as designated by the Executive Committee for such category of membership.

**..... ARTICLE III MEMBERSHIP**

- F. **Student** - Student members are those persons who have proof of enrollment in a credentialed academic program and are interested in the purpose of PACR, who do not meet the qualifications for active membership. Student members shall not vote, hold office or chair a committee; but may, by special appointment, serve on a committee.

**Section 3.2 Application** - Application for membership shall be made in writing on the form provided by PACR and be accompanied by the membership fee, as defined in *Article VIII, Section 8.2* and submitted to the Membership Chairperson.

**Section 3.3 Forfeiture – Resignation – Reinstatement of Membership**

- A. **Forfeiture** - If the dues for the current calendar year are not received by the Membership Chairperson of the Association by the last day in January, membership will be automatically forfeited. Notice of forfeiture will be sent in writing by the Membership Chairperson to the forfeited member within thirty (30) days after the forfeiture.
- B. **Resignation** - Any member may resign by submitting a resignation in writing to the Membership Chairperson. This resignation will be acknowledged in writing by the Membership Chairperson, and should be retained by the former member for possible future reinstatement.
- C. **Reinstatement** - A former member shall be reinstated upon payment of dues for the current calendar year and submission of a completed application as set forth in Section 3.6.

**Section 3.4 General Powers** - All legislative and elective powers and authority to determine policies of PACR including the power to amend and repeal these bylaws and to adopt ethical standards to govern the professional conduct of members of PACR are vested in and reside with the active members of this Association.

**Section 3.5 Cessation of Property Interest** - No part of the net earnings of PACR shall inure to the benefit of any private member or individual and all rights, title and interest, both legal and equitable, of a member in and to the property of PACR, shall cease in the event of:

- A. Resignation or death, and  
B. Forfeiture of membership or expulsion.

**ARTICLE IV OFFICERS**

**Section 4.1 Officers** - The officers of PACR shall be a President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past-President.

**Section 4.2 Eligibility** - Only active members in good standing shall be eligible to hold office. A person must be a member of PACR for at least one year before being eligible to hold an elective office.

**Section 4.3 Nominations** - Nomination shall be made by the Nominating Committee as provided in Article VII, Section 3.

**Section 4.4 Election** - Election shall be by a plurality of votes cast by the active members in good standing and honorary life members. Election shall be by ballot. The nominating committee shall be responsible for the preparation and distribution of the ballots at least sixty (60) days prior to the annual business meeting. In case of a tie, the election shall be decided by lot at the annual business meeting. In order to be counted, a ballot must be received by the Nominating Committee Chairperson at least thirty (30) days prior to the annual business meeting.

**Section 4.5 Term of Office** - Each officer, except the Treasurer, shall hold office for one year or until his successor has been elected and qualified. The Treasurer shall hold office for a two year term or until his/her successor has been elected and qualified. The term of office shall coincide with the calendar year of the organization.

**..... ARTICLE IV OFFICERS**

**Section 4.6 Vacancies** - All vacancies, except President-Elect, created by death, resignation or expulsion may be filled until the next election of such members by the affirmative vote of a majority of the remaining members of the Executive Committee then in office. The President-Elect shall be elected by special ballot of all active members. Any officer may resign at any time by giving written notice of such resignation to the Executive Committee, to be effective immediately or at a later time specified therein.

**Section 4.7 Powers and Duties** - The powers and duties of the officers shall be as specified in these bylaws, the PACR Operating Manual, the latest edition of Robert's Rules of Order, and any standing rules adopted by the Executive Committee or PACR. All officers shall be responsible for transmitting their files to their successors no later than the close of the fiscal year in which their term expires.

- A. **President** - The President shall preside over all meetings; announce appointment of committee chair persons immediately following installation; shall perform such duties as customary usage and parliamentary procedure may require; shall be an ex-officio member of all committees except the Nominating Committee; shall be advised of and make recommendations regarding the activities of the officers and standing committees.
- B. **President-Elect** - Shall chair the Finance Committee, shall assist the President and Vice-President in their duties throughout the year; shall appoint one member to current Program Committee; shall keep informed regarding the proceedings of PACR; shall succeed to the office of President at the conclusion of his/her term of office. Prior to installation as President, the President-Elect shall appoint standing committee chairpersons for his/her term of office. A vacancy in the office of President-Elect shall be filled by a vote of the active members at the next meeting.
- C. **Vice-President** - Shall assume the duties of the President in his/her absence; shall complete the unexpired term of the President in the event of vacancy; shall assist the President in carrying out his/her duties and shall plan and execute ways and means to add monies to the treasury of the Association.
- D. **Secretary** - Shall keep a record of all proceedings of PACR; shall keep on file all committee reports; shall keep the official roster and call the roll where required; shall keep attendance records; shall have on hand at each meeting a list of all existing committees and their members; shall record and distribute minutes of the Executive Committee meetings and the annual meeting. Annual meeting minutes will be distributed to the general membership. The secretary shall further send out a notice of each meeting; shall prepare an order of business for use by the presiding officer; shall conduct the general correspondence of PACR.
- E. **Treasurer** - Shall pay out monies only upon receipt of original bills and vouchers and shall render a financial statement at the annual meeting. All financial records of the organization shall be presented for audit at the end of each calendar year, and are to be given to the new treasurer by January 31 of the next term. (1) Auditors - Two (2) members in good standing, not serving as an officer, selected by the Executive Committee, shall serve only the time specified as required for audit. A written report of their findings must be presented to the Executive Committee by January 31 of the next calendar year. An outside auditor will be utilized a minimum of every five years, or as deemed necessary by the Executive Committee.
- F. **Immediate Past-President** - Shall assist the President with business of the PACR and provide advice and guidance to the Executive Committee whenever requested.

**ARTICLE V MEETINGS**

**Section 5.1 Annual Meeting** - The annual meeting of PACR Association shall be held in September or October, at a time, date and place to be determined by the President and approved by the Executive Committee.

- A. **Official Call** - At the direction of the Executive Committee, written or printed notice stating the date, time and place of the annual meeting shall be delivered not less than thirty days before the date of the annual meeting, by causing an official notice to be placed in the mail to all members.
- B. **Business Meeting** - The annual meeting shall include one or more sessions for the purpose of conducting the official business of PACR.

**..... ARTICLE V MEETINGS**

**Section 5.2 Special Meeting** - Special meeting of members may be called by the President or by a majority of the Executive Committee, and shall be called by the President upon written request by not less than fifteen percent of the active members of PACR.

**Section 5.3 Voting** - Active members in good standing shall be entitled to one vote on each matter presented for a vote at any meeting of members. To be entitled to vote, active members must be present at the meeting and vote in person, except as expressly provided for in Section 4.4 of the bylaws. The Membership Committee will provide a list of active members in good standing to the secretary, who will identify those qualified to vote.

**Section 5.4 Quorum and Manner of Acting** - At any business meeting of members, a quorum shall exist if at least fifty percent (50%) of active members registered for the meeting are present. Except as these bylaws otherwise specifically provide, each meeting of members shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

**ARTICLE VI EXECUTIVE COMMITTEE**

**Section 6.1 Composition** - The six elected officers and chairpersons of the standing committees shall constitute the Executive Committee.

**Section 6.2 Powers and Duties** - The property, business and affairs of PACR shall be managed by the Executive Committee on behalf of its membership between annual business meetings. The Executive Committee is empowered to create, combine or dissolve ad hoc committees, or to change their composition or responsibilities as the need for said committees may arise. Executive Committee action shall be summarized in the form of the annual report to the membership. The Executive Committee shall also provide for the development and maintenance of procedural documents relating to the bylaws of PACR.

**Section 6.3 Determination of Dues** - Dues to be paid by the membership for the ensuing calendar year shall be fixed prior to the annual meeting by a majority vote of the Executive Committee.

**Section 6.4 Discipline** - Any member of the Executive Committee who fails to discharge honorably or who neglects the duties of his office may be censured, suspended or expelled by a two-thirds vote of the remaining members of the Executive Committee.

**Section 6.5 Quorum** - At least fifty percent (50%) of the members of the Executive Committee then in office shall constitute a quorum. Acts adopted by a majority vote at a meeting at which a quorum is present shall be the acts of the Executive Committee.

**Section 6.6 Business Between Meetings** - Any action which is required to be taken or which may be taken at a meeting of the Executive Committee may be taken without a meeting if a consent, either verbal or in writing, setting forth such action taken, shall be agreed to by all members of the Executive Committee entitled to vote with respect thereto. Such consent shall have the same force and effect as a unanimous vote. Any business transacted in this manner shall be ratified by the Executive Committee at its next meeting.

**ARTICLE VII STANDING COMMITTEES**

**Section 7.1 Membership** - This committee shall consist of a Chairperson and members selected by the chairperson. They shall:

- A. Accept application for membership.
- B. Mail membership renewal applications.
- C. Issue membership notification upon receipt of dues.
- D. Forward dues to the PACR treasurer.
- E. Issue letters of forfeiture as defined in *Article III, Section 3.3A*.

**Section 7.2 Program** - This committee shall consist of a Chairperson, minimum of two active members and another member selected by the president-elect who will serve as chairperson when the president-elect assumes office. This committee shall be responsible for the annual meeting and shall submit the proposed program for the annual meeting to the Executive Committee for its approval.

**..... ARTICLE VII      STANDING COMMITTEES**

**Section 7.3 Nominating** - This committee shall consist of a Chairperson and three (3) members. The President - elect shall appoint the chairperson. The other three members of the Nominating Committee shall be elected by general membership ballot at the time of the general election. This committee shall be responsible for the conduction of the election and shall solicit nominations for each office from active members in good standing.

**Section 7.4 Bylaws** - This committee shall consist of at least three members. The President shall appoint the Chairperson, who shall appoint two committee members. The Bylaws Committee shall receive all proposed amendments and shall prepare and submit them along with rationale to the Executive Committee. At least thirty (30) days prior to the annual meeting, the Bylaws Committee shall mail to the membership proposed bylaws changes with rationale and Executive Committee recommendation for action. The Bylaws Committee shall be responsible for printing of addendums or revisions to the bylaws for distribution to the general membership within two months after the annual meeting. The Bylaws Chairperson will perform the duties of Historian as outlined in the Operating Manual.

**Section 7.5 Public and Media Relations-** This committee shall consist of the Chairperson and two (2) or more members selected by the chairperson and shall be responsible for the publications and other media communications of PACR.

**Section 7.6 Finance** - The President-Elect shall chair the Finance Committee, which will consist of the Treasurer, the President, the Vice-President and the President-Elect. It shall be responsible for developing and recommending to the Executive Committee fiscal guidelines, proposed operating budget, expenditure and prudent investment of PACR funds.

**Section 7.7 Legislative** - This committee shall consist of a Chairperson and if needed, up to two members selected by the chairperson. The committee shall be responsible for researching pending legislation, seeking membership input and providing this information to the legislative bodies and to PACR membership. They shall keep the membership informed of pending and recently passed legislation that affects cancer registrars, cancer programs and cancer patients. They shall also initiate legislative proposals to the appropriate legislature.

**Section 7.8 Education** - This committee shall consist of a Chairperson and two active members selected by the chairperson. This committee shall be responsible for educational programs throughout the year.

**ARTICLE VIII              FINANCES**

**Section 8.1 Calendar Year** - The Calendar Year of PACR shall begin on the first day of January in each year and shall end on the last day of December the same year.

**Section 8.2 Dues** - Before the annual meeting, the Executive Committee, by majority, shall fix dues to be paid by the membership for the ensuing calendar year. All dues shall be paid on a calendar year basis, and shall be due on January 1. All dues not paid by the last day of January in each calendar year shall be delinquent and membership forfeited, as described more fully in *Article III, Section 3.3A*.

**Section 8.3 Expenditures of Funds -**

A. **Per Diem-** "Per Diem", when authorized, will be at a rate approved by the Executive Committee, per day for meals, and hotel rate as negotiated. Mileage for authorized persons will be determined by the Executive Committee, utilizing Internal Revenue Service guidelines, and will be reimbursed by the shortest route from point of residence to stated place of meeting. If air transportation is used, only economy class will be authorized.

(1) Per Diem shall be paid to those authorized for each day of actual attendance at stated meetings and not to exceed three (3) days unless otherwise approved by the Executive Committee.

(2) The Executive Committee, as defined in the bylaws, shall determine whom they would consider authorized persons.

**..... ARTICLE VIII FINANCES**

- B. Proposal Expenditures** - All proposals for expenditures of PACR funds shall be presented to the PACR Executive Committee in writing, with details outlining purposes and methods of said expenditures. If said proposals are approved, persons receiving said grants of monies will be required to fulfill the grant specifications within the budget approved by the Executive Committee with cost overruns not to exceed ten percent (10%) of budgeted items.

**ARTICLE IX AMENDMENTS**

**Section 9.1 Power and Voting** - The power to amend or repeal bylaws or to adopt new bylaws shall be vested solely in the active members. A two-thirds vote in the affirmative at a meeting at which a quorum is present shall be sufficient to amend or repeal any bylaws or adopt any new bylaws.

**Section 9.2 Submission Procedure** - Any proposed amendments shall be submitted in writing to the Chairperson of the Bylaws Committee. The proposed changes shall be distributed by mail to voting members in accordance with Section 7.4. The Bylaws Committee shall review each proposed bylaw amendment and prepare it for submission to the members with such (1) technical changes and conforming amendments to the proposal or any existing bylaw and (2) explanatory comments or recommendations as the Bylaws Committee shall deem necessary or advisable.

**Section 9.3 Notice** - Written or printed notice of a proposal for amendment, repeal of any bylaw, or adoption of any new bylaw, shall be mailed to each member at least thirty (30) days prior to the meeting at which the proposal is to be submitted to the vote of the members. Such notice shall conform to the format described in the procedure of the Bylaws Committee.

**Section 9.4 Effective Date** - After due adoption by the active members as written in Section 9.1 of these bylaws, each amendment or repeal of any bylaw or adoption of any new bylaw shall become effective at the beginning of the new calendar year or at such later date as may be set forth in such amendment, repeal or adoption.

**ARTICLE X LIAISONS**

**Section 10.1 Liaison to NCRA** - PACR shall have a liaison to the National Cancer Registrars Association. The current president of PACR shall serve in this capacity, unless he/she is unable to attend the NCRA Annual Meeting. In this case, the Executive Committee shall appoint an alternate representative of the Association.

- A. The liaison shall provide a detailed report of activities and business conducted by NCRA to the Executive Committee and made available to the general membership of PACR within thirty (30) days of the NCRA Annual Meeting.
- B. Funding for attendance of the liaison at the annual meeting of the National Cancer Registrars Association shall be provided in accordance with Section 8.3 of these bylaws.
- C. The liaison is expected to provide visible representation of PACR at all sessions of the NCRA annual meeting, including but not limited to, the regional meetings and the NCRA business meeting.

**Section 10.2 Other Professional Liaisons** - Other professional liaisons may be established by the Executive Committee to further the purpose of this Association as delineated in Article 2 of these bylaws. The Executive Committee shall approve any member appointed to serve as liaison to another professional organization.

- A. The liaison shall provide a detailed report to the Executive Committee of activities and business conducted by the professional organization to which the liaison has been appointed.
- B. Funding for attendance of the liaison at meeting of the other professional organization shall be provided in accordance with Section 8.3 of these bylaws.

**ARTICLE XI DISSOLUTION**

Section 11.1 In the event of dissolution of this organization, all funds, literature, and/or any and all assets will be transferred to the National Cancer Registrars Association and/or the Pennsylvania Unit of the American Cancer Society.

**ARTICLE XII CONSTRUCTION AND ENTIRE AGREEMENT**

Section 12.1 In the case any provision of this agreement shall for any reason be held to be invalid, illegal or unenforceable, such holdings shall not affect the legality and enforceability of the remaining provisions of this agreement, which shall be constructed as if such invalid, illegal or unenforceable provision had never been included.

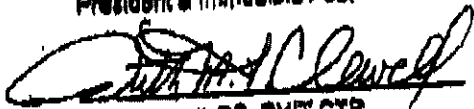
**ARTICLE XIII ARBITRATION AND CONSENT TO JURISDICTION**


Section 13.1 Any claim, dispute or controversy arising out of or in connection with this agreement or any breach thereof, shall be arbitrated by the parties before the American Arbitration Association, under the rules then observed by said Association. Such arbitration shall be held in Harrisburg, PA, and judgment or award in arbitration may be entered in any court of competent jurisdiction. The parties hereto consent to the jurisdiction of the courts of the Commonwealth of Pennsylvania with respect to any action arising under this agreement.

Adoption of these bylaws by a majority of members present and voting is attested to on the 24th day of September, the year 2008 A.D. by the officers currently holding office:

  
 Sharon Winters, MS, RHIA, CTR  
 President & Immediate Past President

  
 Wendy Adinger, RHIA, CTR  
 Vice-President

  
 Ruth Clewell, BS, RHIT, CTR  
 Secretary

  
 Althea Schneider, BS, CTR  
 Treasurer

  
 Susan Kraus, RHIA, CTR  
 President Elect

Signatures are maintained on original copy.