

# ***BY-LAWS OF THE MICHIGAN CANCER REGISTRARS ASSOCIATION***

## **ARTICLE I NAME**

The name of the Association shall be the Michigan Cancer Registrars Association (MICRA).

## **ARTICLE II PURPOSE**

The purpose of the Association shall be:

- A. To provide the opportunity for exchange of information among members of this Association and communication between this Association and others through the National Cancer Registrars Association (NCRA).
- B. To disseminate to members of this Association information regarding current activities, research and trends in the cancer field.
- C. To promote education in Cancer Registry administration and practice to raise the level of knowledge and performance of Cancer Registrars. To this aim, the Association will sponsor a member in good standing (the president of MICRA on alternate years) each year to attend the annual National Cancer Registrars Association convention.
- D. This Association is hereby declared to be a non-profit organization. It is not, nor shall ever become, a trade union or collective bargaining agency. No person, otherwise qualified for membership in this Association will be denied membership because of race, religion, sex, origin or political affiliation.
- E. This organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- F. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in

furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- G. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **ARTICLE III MEMBERS**

#### **SECTION I. Membership.**

The members of the Michigan Cancer Registrars Association shall be individuals actively employed in Cancer Registry work and/or with an allied interest in Cancer Registries.

The classes of membership shall be:

- A. Active Members: An active member shall be one who is actively employed in cancer registry work or with an interest in cancer registries 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. Honorary Members: An honorary member shall be one who has been recommended and/or approved by the Executive Board. Honorary members shall not pay dues, nor will they be entitled to vote or hold an office.

- C. Patron Members: A patron member shall be one who is supportive of oncology research and is financially supportive of the goals of the MICRA. i.e.: Vendors Patron members are invited to attend all MICRA functions but are not entitled to vote or hold an office.

SECTION II. Membership Eligibility and Admission Procedure.

Application for membership with dues shall be submitted to the Membership Committee. The Executive Board shall review the applications and instruct the Corresponding Secretary to notify the Applicant of the action taken.

SECTION III. Conditions and Forfeitures of Membership.

A. Active Members

1. Renewal dues are to be paid by January 31<sup>st</sup> .
2. If the dues for the current fiscal year are not received thirty (30) days prior to the regular meeting; voting and all other membership privileges will be forfeited.
3. A former member whose membership has been forfeited for non-payment of dues must submit a new application for membership.
4. Any dues received after the thirty (30) day period prior to the regular meeting will be applied to the next fiscal year.

B. New Members

1. Applications for new memberships will be accepted at any time.
2. Dues must be paid thirty (30) days before membership privileges take effect.
3. In order to have voting privileges, dues must be received thirty (30) days prior to the regular meeting.
4. Any dues received after the thirty (30) day period prior to the regular meeting will be applied to the next fiscal year.

**ARTICLE IV**  
**DUTIES OF BOARD OF DIRECTORS**  
**AND OFFICERS**

SECTION I. BOARD OF DIRECTORS:

- A. President
- B. President-Elect
- C. Parliamentarian

SECTION II. OFFICERS

- A. Treasurer
- B. Corresponding Secretary
- C. Recording Secretary
- D. Regional Directors – North and South

SECTION III. DUTIES OF BOARD OF DIRECTORS;

- A. **President:** Shall preside at all regular meetings of the Association and the Executive Board; shall appoint standing committee chairpersons and other committees as are necessary; shall perform such duties as customary usage and parliamentary procedure shall require; shall be an ex-officio member of all committees except the Nominating Committee; shall confer with the Parliamentarian and advise the presiding officers on points of parliamentary law when applicable.
- B. **President-Elect;** Shall assume the duties of the President in his/her absence and shall complete the unexpired term of the President in the event of vacancy; shall assist the President in carrying out his/her duties; shall be chairperson of the Education committee; shall maintain the MICRA web site and be responsible for any corresponds between the web Manager (Glen Radford) of Start Logic. Maintain MICRA's Educational Resource Materials within the Library and disburse any educational material to the membership upon request.

The President-Elect shall assume the office of Presidency two years following his/her election as President-Elect and shall then serve as President for a full 2 year term.

- C. **Parliamentarian;** Shall be responsible for advising the President on Points of Parliamentarian Law (consistent with Robert's Rule of Order

Newly revised) at all regular meetings of the Association. Review bylaws and recommend changes or clarification of MICRA bylaws. Present to the Membership any additions or changes of the Bylaws at the annual meeting for voting and approval. Shall maintain a current and updated copy of the MICRA Bylaws. Shall serve in an advisory capacity to all standing Committees as needed. Shall serve as a member of the Executive Board.

### **SECTION III: DUTIES OF OFFICERS:**

- A. Treasurer:** Shall be responsible for the receipt and disbursement of funds of the Association and keep an accurate record thereof. The Treasurer shall submit in writing a financial report monthly and prior to each board meeting of the Association and present the books for review to the Executive Board thirty (30) days prior to the regular board meeting. At the first meeting of the fiscal year, the treasurer shall provide the Executive Board a calendar year financial report of association expenses and a financial report of the expenses accrued for planning the regular meeting (Annual Education Conference).
- B. Corresponding Secretary:** Shall send notices of all meetings of the Association shall conduct the general correspondence of the Association; shall be chairperson of the Membership Committee.
- C. Recording Secretary:** Shall keep a record of all proceedings of the Association; shall prepare and report minutes of the meetings of the Association and of the Executive Board and maintain files of such minutes; shall keep on file all committee reports; shall keep attendance records; shall have on hand at each meeting a list of all existing committees and their members; shall be chairperson of the Nominating Committee.
- D. Regional Directors – North and South:** Shall be responsible for serving as a liaison between the Association and the Executive Board; shall attend all regular meetings of the Association and shall serve as a member of the Executive Board.
- E. Immediate Past President:** Shall provide mentorship to current President and Executive Board members.

## **ARTICLE V MEETINGS**

### **SECTION I. Attendees.**

All meetings of this Association shall be open to:

- A. All active members.

- B. All honorary members.
- C. All patron members.
- D. All persons with an allied interest in cancer registry or cancer epidemiology.

**SECTION II. Regular Meeting.**

The regular meeting of this Association shall be held annually in the fall and the date to be set by the President and the sponsoring facility.

**SECTION III. Fees.**

Meeting fees shall be set by the individual program chairperson(s) and will be consistent with the administrative costs of the program. Fees for speakers shall be reviewed by the Executive Board prior to formal invitation to the Association meeting or function.

**SECTION IV. Content.**

A meeting of this Association shall consist of any professional lecture(s); workshop(s), seminar(s) or special event(s) sponsored by this Association, and the business meeting.

**ARTICLE VI  
EXECUTIVE BOARD**

**SECTION I. Board Composition.**

The Executive Board shall be composed of the directors and officers stated in Article IV.

- A. Elected by the membership.

Or

- B. Appointed by the Executive Board.

**SECTION II. Powers and Duties.**

The Executive Board shall act for the Association between scheduled meetings of the general assembly and shall be responsible for the management of the business and professional affairs of the Association.

The Executive Board shall:

- A. Meet at least three (3) times during the fiscal year plus one (1) meeting immediately preceding the annual conference plus the regular business meeting for a total of five (5) meetings.
- B. Approve applications for membership.
- C. Authorize the appointment of committees to carry on the business of the

Association.

- D. Vote on expenditures of monies for special purposes consistent with the purpose of the organization.
- E. Conduct an annual review of the audit of the books thirty (30) days prior to the regular meeting.
- F. Empower to create, combine or dissolve committees or change the composition or responsibilities as the need arises.
- G. Fill vacancies, except the office of President in elective offices, including the immediate Past-President; the chairmanships shall be filled by appointment by the President with approval of the Executive Board.
- H. Empower to remove from office, by two-thirds (2/3) affirmative vote by the Executive Board; any office or committee chairperson who fails to perform the duties of his/her office as required by the by-laws.
- G. Propose that the President of MICRA attend the national meeting the first year of his/her term. In the off year the Executive Board will vote on which board member is eligible to attend with preference given to office other than the President-Elect, based on financial solvency of MICRA Board.
- H. Require Executive Board members to attend three (3) out of four (4) meetings each year in order to have their annual conference registration fee paid. In the event of failure to attend the three (3) out of four (4) meetings, the Executive Board retains the option to discuss any extenuating circumstance then will vote whether or not to pay the registration fee.

### SECTION III. Business.

Matters requiring action between meetings of the Executive Board may be decided by mail, telephone, fax or e-mail.

### SECTION IV. Eligibility.

Only an active member in good standing, who has been a member of the organization for a minimum of one (1) year, shall be eligible to hold office.

An active member in good standing wishing to hold office can only serve one (1) position at a time. If an active member currently holds a position and desires another position,

he/she must officially resign from their current position in order to be eligible for the new position.

#### SECTION VI. Nomination.

Nomination for office shall be made and submitted to the Nominating Committee from all eligible members. Each nominee must give prior written consent to serve before his/her name is placed on the ballot. The ballot shall contain a biographical sketch of each nominee. Nominations will be accepted from the floor and must have verbal consent and brief biographical sketch from the nominee at that time. The Recording Secretary shall serve as chairperson.

#### SECTION VII. Election.

All officers shall be elected by ballot. A biographical sketch of parties nominated by mail prior to the meeting will be sent to the membership at least thirty (30) days prior to the regular meeting. Additional nominations will be accepted from the floor at the regular meeting. Ballots will be counted by the Nominating Committee immediately following the election. Election shall be by plurality vote regardless of the number of candidates. In the case of a tie vote, the two (2) candidates with the highest number of votes shall be re-balloted. Ballots shall be destroyed after election results have been confirmed.

In the event of a single slate election, the slate of officers will be presented to the membership for approval. Nominations will be accepted from the floor.

The election of the President-Elect, Corresponding Secretary, Parliamentarian and Regional Directors will be held in odd numbered years (beginning in 1999).

The election of Treasurer and Recording Secretary will be held in even numbered years (beginning in 1998).

ADDENDUM: A special election of President-Elect will be held in 1998 to serve a one-year term before serving as President in 1999.

#### SECTION VIII. Terms of Office.

Shall be two (2) years. Official duties will begin January 1st of the year following election and will end December 31st two years hence.

**ARTICLE VII  
COMMITTEES**

SECTION I. Standing Committee.

The Standing Committees of this Association shall include the Membership, Education, Nominating, Liaison, By-laws, Finance, and Ways and Means Committees.

- A. Membership Committee: The Committee shall consist of a chairperson who shall be the Corresponding Secretary and two (2) or more members. They shall:
1. Conduct membership drives.
  2. Accept applications for membership and submit them with recommendations to the Executive Board for action.
  3. Coordinate with the Corresponding Secretary and Treasurer the membership roster, which should be sent to the members and officers.
  4. Be responsible for keeping the roster updated.
  5. Keep on file all membership applications.
  6. Perform other duties pertaining to membership in the operation of the Association.
- B. Education Committee: The Committee shall consist of a chairperson who shall be the President-Elect and two (2) or more members who shall prepare and arrange educational programs and review programs for meetings submitted by hosting facilities.
- C. Nominating Committee: The Committee shall consist of a chairperson who shall be the Recording Secretary and two (2) members. The Committee shall be responsible for securing nominees for office and conducting the election. This also includes counting ballots, notifying newly elected persons and announcing the elected officers at the regular meeting.
- D. Liaison Committee: This Committee shall consist of a Chairperson and

two (2) or more members, and shall be responsible for the publications and public related activities of the Association. This committee will also be the liaison between the MICRA and the NCRA.

- E. By-Laws Committee: This committee shall consist of a chairperson and two (2) members. The Committee shall receive all proposed amendments. They shall submit them, with their recommendation for action, to the Corresponding Secretary for mailing to the membership of the Association at least thirty (30) days prior to being voted on.
- F. Finance Committee: This Committee shall consist of the Treasurer who shall be the chairperson and two (2) or more members. They shall be responsible for receiving and disbursing the funds of the Association. This Committee shall be responsible for the annual audit of the association, completing such audit within thirty (30) days of the end of the fiscal year and shall give to the Executive Board for review.
- G. Ways and Means Committee: This Committee shall consist of a chairperson and two (2) or more members and shall oversee fund raising consistent with the goals of the association.
- H. Web-Site Committee: This committee shall be responsible for corresponding with the web designer with changes and updates for the web page. They shall update the Executive Board with any changes and additions. Will contract treasurer regarding any expenses for the web site with contract information.

## SECTION II. Eligibility.

Only active members in good standing shall be eligible to be appointed to standing Committees.

## SECTION III. Vacancies.

Vacancies shall be filled by appointment of the President with the approval of the Executive Board.

## SECTION IV. Reports.

All Committees shall report to the President on their yearly activities one (1) month prior to the ~~annual~~ meeting.

# **ARTICLE VIII PARLIAMENTARY AUTHORITY**

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

## **ARTICLE IX AMENDMENTS**

### SECTION I. Proposed Amendment.

Any proposed amendments shall be submitted in writing to the Chairperson of the By-laws Committee.

### SECTION II. Distribution.

A copy of the proposed amendment shall be sent to all members thirty (30) days prior to the regular meeting.

### SECTION III. Voting.

An affirmative vote of at least two-thirds (2/3) of the active members in attendance shall be required to adopt any amendment. The amendment shall become effective upon announcement.

### SECTION IV. Bylaws Committee.

The Bylaw Committee shall be authorized to correct article and section designations, punctuation, and cross-reference in these bylaws. The Bylaw Committee shall not otherwise alter the content of these bylaws.

## **ARTICLE X FINANCIAL ADMINISTRATION**

### SECTION I. Fiscal Year.

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

### SECTION II. Dues.

The Executive Board will fix the dues to be paid by the membership for the ensuing year.

### SECTION III. Payment.

Renewal dues shall be paid on a yearly basis, and due by January 31<sup>st</sup>. (See Article III, Section III, and A & B for further explanation.)

SECTION IV. Audit.

The books shall be presented for review of the audit at the regular meeting. The Finance Committee, responsible for such audit, shall present the books to the new Treasurer within thirty (30) days of the regular meeting.

**ARTICLE XI  
QUORUM**

SECTION I. Association.

At least two-thirds (2/3) of the Active Members of the Association present at a regular meeting shall constitute a quorum for the conduct of business.

SECTION II. Executive Board.

At least two-thirds (2/3) of the Executive Board shall constitute a quorum for the conduct of business of this Association.

**Bylaw corrections and amendments**

September 23, 1983	Revision - type not stated.
November 10, 1986	Revision - type not stated.
March 25, 1991	Revision - type not stated.
November 29, 1993	Revision - type not stated.
March 10, 1998	Revision - Article II, E - G for IRS requirements
September 10, 2002	Draft - pending approval at October 17, 2002 regular meeting
October 17, 2002	Changes made to 9/10/02 draft and approved on <b>October 17, 2002</b>
October 13, 2005	Revision – Article VI, Section II, letter A – Approved <b>October 13, 2005</b> .
October 12, 2006	<b>Article IV – Officers &amp; duties, Section I – Add letter H – Immediate Past President. Section II Duties – Add letter H - Past President-To provide mentorship to current President &amp; Executive board members. Approved 10-12-06</b>
	<b>Article VI – Section 1 – Board Composition</b> <b>Delete line that states “together with the immediate past president and two (2) regional directors who will be”.</b> This is addressed in Article IV, Section I & II. <b>Approved 10/12/06</b>

**Article VI – Section II Power & Duties – Add Letter I –**  
*Propose that the President of MICRA attend the national meeting the first year of her/his term. In the off year the Executive Board will vote on which board member is eligible to attend with preference given to office other than the President-Elect. **Approved 10-12-06***

**Article VI – Section II Power & Duties - Add Letter J**  
*Require Executive Board members to attend three (3) out of four (4) meetings each year in order to have their annual conference registration fee paid. In the event of failure to attend the three (3) out of four (4) meetings, the Executive Board retains the option to discuss any extenuating circumstance and then vote whether or not to pay the registration fee. **Approved 10-12-06***

Approved October 12, 2006  
Revised as above

Reviewed approved by the Executive Board  
July 31, 2010