

LOUISIANA CANCER REGISTRARS ASSOCIATION

BY-LAWS

ARTICLE I

NAME

As declared in the Articles of Association approved on April 12, 1994, and modified by a name change from Tumor Registrars Association of Louisiana, submitted to the Internal Revenue Service on February 14, 1995, this organization is established as the Louisiana Cancer Registrars Association (LCRA), a non-profit organization.

ARTICLE II

PURPOSE OR OBJECT

This organization was formed for the purpose of providing educational opportunities, workshops, seminars, and symposiums for registrars and their associates in order to improve the quality and uniformity of registries in Louisiana. Also of importance is promoting the recognition of Cancer Registrars/Data Managers throughout the State. This Association is hereby declared to be a non-profit organization.

The purpose for which the association is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of section 501 © (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from the Federal Income tax under section 501 © (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

ARTICLE III

MEMBERSHIP

SECTION I: CLASSIFICATION OF MEMBERSHIP

- A. **ACTIVE:** An active member shall be a person whose primary occupation is involved with any or all facets of cancer registration and data management and 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. An active member shall adhere to all policies and procedures established by the Executive Committee.

- B. ASSOCIATE: An associate member shall be any person interested in the purpose of the association but not meeting the qualifications for active membership. They shall not be entitled to vote, hold office, or chair a committee; they may be appointed to serve on a committee. An associate member must adhere to all policies and procedures established by the Executive Committee.
- C. FOUNDING (CHARTER): Founding members are those members who originated the association in October, 1977, and those joining within one year prior to the 1978 meeting.

SECTION II: APPLICATION FOR MEMBERSHIP

All applicants shall be submitted in writing to the Treasurer. The application shall include a resume of the applicant's experience and/or education in the field of medicine or cancer registry. The application shall be accompanied by payment of the current annual dues.

SECTION III: FINANCIAL ADMINISTRATION

- A. PAYMENT OF DUES: Dues shall be paid on a yearly basis and shall be due January 31st and are delinquent thirty (30) days following this date. The Executive Committee shall fix the dues to be paid by the membership for the ensuing year. New members paying dues directly prior (one month) to or after the annual meeting will be considered members effective immediately through the end of the following calendar year
- B. FORFEITURE OF MEMBERSHIP AND LATE FEE:
 - 1. Membership is forfeited sixty (60) days after January 31st. A waiting period of two years must be completed before new-member status can be established.
 - 2. A member whose membership has been forfeited for non-payment of dues shall submit a late fee, the amount of which shall be determined by the Executive Committee, in addition to the annual dues, in order to be reinstated.

ARTICLE IV

OFFICIALS AND ELECTIONS

SECTION I: OFFICERS

Officers of LCRA shall be a President, Vice-President, Secretary, and Treasurer who shall be elected by a majority vote and maintain office for a two year term. Officers may run for two consecutive terms of two years each. Officers must wait one term (2 years) before eligible to run for the same office. An officer is eligible to run for another position.

SECTION II: EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the elected officers of the Association.

- 1. The executive committee shall be responsible for the management of business and professional affairs of the association.
- 2. Shall conduct conference calls as necessary for management of association business
- 3. Can create, combine, or dissolve committees as the association's needs change.

4. Is empowered to remove from office by a two-thirds vote (2/3) of the executive committee, any officer or standing committee chairperson who fails to perform the duties of his/her office as stated in the bylaws.

SECTION III: ELECTIONS

- A. Solicitation of nominees for officers will officially open in the spring, before the completion of the current officers' term in odd-numbered years. The Nominating Chairperson will solicit additional nominees if needed. No officer may serve more than two consecutive terms in the same office.
- B. On May 1, voting ballots will be distributed to the membership. Ballots should be returned to the Nominating Chairperson four weeks after distribution. Voting via email has been accepted.
- C. Installation of LCRA officers will take place at the annual meeting.

SECTION IV: VACANCIES

A vacancy occurring in an office shall be filled by appointment by the Executive Committee for the remaining portion of the term.

Any executive officer or standing committee chair may resign at anytime by submitting a written resignation letter to a member of the executive committee.

SECTION V: ELIGIBILITY

Any active member in good standing for one full year prior to nomination shall be eligible to hold office. To be eligible for the office of President, a member must have completed one year of service as a member of the Executive Committee or as Chair of the Education, Nominating, or Public Relations Committee prior to nomination.

SECTION VI: DUTIES OF OFFICERS

A: PRESIDENT: Shall:

1. Be responsible for all activities of the Association, (including corresponding with the web designer with major changes to the official LCRA webpage.)
2. Program activities to accomplish the objectives of the Association in accordance with the By-Laws.
3. Preside at all business meetings when present.
4. Serve as the State liaison with the National Cancer Registrars Association (NCRA) and the North American Association of Central Cancer Registries (NAACCR) and shall report to LCRA membership on meetings and activities of both organizations.
5. Delegate responsibilities for any programs at his/her discretion if outside the realm of the Executive Committee or standing committees.
6. Issue a report to the membership upon completion of the term of office.

B. VICE-PRESIDENT: Shall:

1. Assume the duties of the President in his/her absence.
2. Complete the unexpired term of the President in the event of vacancy.
3. Assist the President in carrying out his/her duties.

- C. SECRETARY: Shall:
1. Keep a record of all proceedings of the Association and send a copy to the Executive Committee.
 2. Keep on file all reports of committees and officers.
 3. Keep a copy of the official roster provided by the Treasurer and call the roll when required.
 4. Prepare attendance sign-in sheets for meetings and keep attendance records.
 5. Have on hand at each meeting a list of all existing committees and their members.
 6. Record the minutes of all meetings, send copies of the minutes to the membership, and keep the minutes on file.
 7. Prepare an order of business for the presiding officer of each regular meeting.
 8. Conduct the general correspondence of the Association.
 9. Submit proposed amendments to the By-Laws in writing to the voting membership if a By-Laws Committee has not been charged with this duty, and notify the membership of new or amended Standing Rules adopted by the Executive Committee.
 10. Shall verify the results of association elections as submitted by the Nominating Chair.
 11. Issue a report of activities and current status to the incoming Secretary upon completion of the term of office.
- D. TREASURER: Shall:
1. Be responsible for the receipt and disbursement of all funds of the Association.
 2. Issue receipts for all funds collected at meetings.
 3. Keep an accurate record of all financial transactions.
 4. Give reports of financial standing at each meeting of the Association.
 5. Issuing a detailed financial report to the membership regarding annual meeting expenses
Provide members with:
 - a. new members
 - i. web access to the By-Laws and Standing Rules (*through a welcome e-mail and/or memo with LCRA website information, direction to review bylaws and standing rules, and providing the sign-on and password for LCRA "members only" section*)
 - ii. a receipt for dues paid
 - b. renewing members
 - i. a copy of the By-Laws and Standing Rules if significant changes have been made during the past year
 - ii. a receipt for dues paid
 6. To maintain and provide updated/revised membership roster to executive committee members and standing committee chairs and also to the public relations chair to be updated on the LCRA website annually.
 7. Issue a report of activities and current status to the incoming Treasurer upon completion of the term of office.

ARTICLE V

MEETINGS

SECTION I: FREQUENCY AND RESPONSIBILITY

Meetings of LCRA shall be held annually, in a central location for all members. These locations include Baton Rouge, Lafayette and Shreveport, Louisiana. Special meetings may be called by the Executive Committee when deemed necessary for the good of the organization.

Responsibility for the organization of the meeting shall be delegated by the Executive Committee to a Core Planning Committee which consists of the LCRA President and three LCRA member volunteers.

SECTION II: QUORUM

A quorum shall consist of 25% of the membership. Voting outcomes via email is acceptable in lieu of paper voting.

SECTION III: CORE PLANNING COMMITTEE

Shall be responsible for the organization and execution of the assigned meeting. The LCRA President shall be accountable to the Executive Committee in all matters pertaining to the meeting. Preliminary information regarding the meeting shall be submitted to the Chair of the Public Relations Committee as early as possible (not later than 60 days before the meeting). Proposed expenses and income, including a schedule of registration fees, shall be submitted to the President thirty (30) days prior to the meeting date. After approval from the Executive Committee, the LCRA President must confer with the Treasurer regarding proposed expenses and income.

ARTICLE VI

COMMITTEES

SECTION I: ORGANIZATION

Committee Chairs shall be appointed by the Executive Committee. Vacancies shall be filled by appointment of the President with approval of the Executive Committee. All committee chairs shall issue a report to the membership at each meeting.

The President shall be a member, ex officio, of all committees except the Nominating Committee.

SECTION II: STANDING COMMITTEES

A: DISTINGUISHED MEMBER AWARD COMMITTEE (DMAC):

Shall consist of a Chair appointed by the Executive Committee and four other members selected by the Executive Committee and the Standing Committee Chairs. The Distinguished Member is chosen by the DMAC using the nominations sent in from LCRA Members. It shall:

1. Distribute Call for Nominee Forms to membership in June of the given award period. Members shall complete forms and return them to the DMAC Committee Chair by August 1st of the award period.
2. Be responsible for verifying each candidate is an active member with the LCRA Membership Chair.
3. Be responsible for reviewing nominations to ensure eligibility requirements have been met.
4. Be responsible for choosing the DMA recipient by majority vote of the DMAC Committee and relaying information to LCRA Members.
5. Be responsible for awarding the recipient of the DMA at the fall conference.
6. Keep a disc/electronic copy of all Distinguished Member Award forms, Scoring Point form, Membership form, and evaluation forms.
7. Submit a report from the Chair to the Secretary upon completion of the term of office.

B: NOMINATING COMMITTEE:

Shall consist of a Chair appointed by the Executive Committee and two members selected by The Chair. This committee shall be responsible for conducting all association elections.

It shall

1. Be responsible for conducting all facets of elections.
2. Verifying eligibility and obtaining written (preferably) or verbal consent of prospective candidates.
3. Preparing ballots which must contain a biographical sketch of each candidate prior to sending to membership for voting.
4. Ballots will be counted by the nominating chair and results sent via email or fax to the current secretary for verification. Once verified, the nominating chair shall report the results to the membership one month prior to the annual meeting
5. In case of a tie vote in any office, the two (2) candidates with the highest number of votes shall be re-balloted.
6. The nominating chair will notify those members included in the ballot of the voting results, then will notify the entire membership of results.
7. The Nominating Chair shall announce/introduce the elected officers at the annual meeting.
8. Members shall not be candidates for office while serving on this committee.
9. Submit a report from the Chair to the Secretary upon completion of the term of office.

C: PUBLIC RELATIONS/WEBSITE COMMITTEE:

Shall consist of a Chair appointed by the Executive Committee and two members selected by the Chair.

It shall:

1. Be responsible for all publicity of the Association.
2. Issue a Newsbreak periodically as needed and approved by the executive committee.
3. Shall assist the executive committee with updating/maintaining the different sections of the official LCRA web page (except the education section.)
4. Be responsible for publicizing all meetings to members and non-members, in news break, emails and appropriate publications and by other means.
5. Specific items designated to be under the committee's care may be assigned by the Executive Committee.
6. Create, maintain and display new documents of an historical nature which would be of interest to the members, including a meeting compendium and a roster of former officers. Other specific items may be assigned by the Executive Committee.
7. Submit a report from the Chair to the Secretary at the conclusion of the term of office.

D: HISTORY COMMITTEE:

Shall consist of a Chair appointed by the Executive Committee and members selected by the Chair.

It shall:

1. Maintain existing scrapbooks and other historical items for display to the members.
2. Provide a photographic record of all meetings, conferences and other events of the organization.
3. Maintain and display non-photographic memorabilia.
4. Submit a report from the Chair to the Secretary at the conclusion of the term of office.

E: EDUCATION COMMITTEE AND MENTOR PROGRAM:

Shall consist of a Chair appointed by the Executive Committee. The Committee Chair shall appoint members as needed to administer the scholarship and/or mentor programs.

Purpose: To define the educational needs of the Association, establish goals to meet those needs and develop educational programs to achieve those goals.

It shall:

1. Direct all educational activities of the Association, including:
 - a. Maintain a listing of study assistance programs available for members preparing for the CTR exam.
 - b. educational workshops and seminars held in addition to the annual meetings.
 - c. Maintain and update the education section of the LCRA official web page.
2. Keep a disc of the Scholarship for CTR exam form.
3. Establish and conduct the scholarship program for providing members with a stipend to take the CTR exam.
 - a. The Gail Beebower CTR Exam scholarship recipient shall be determined from all qualifying entries utilizing a random selection software program as to remove any bias from the selection process.
 - b. The amount of the scholarship shall be established each year as the current exam fee charged by the National Board for Certification of Registrars.
 - c. Applicants must meet the eligibility criteria for certification as established by NCRA.
 - d. This scholarship will be offered annually on a schedule developed and publicized by the Education Chair.
 - e. The Education Chair will establish for each year the number and amount of awards subject to the Executive Committee approval.
 - f. The scholarship will be granted only once to each recipient.
 - g. Reductions in the amount of the scholarship or suspension of the Scholarship Program may be authorized on an emergency basis by the Executive Committee for financial reasons only.
4. Assist in the coordination of topics for the annual meeting and other LCRA conferences and workshops to provide consistency with meeting themes and to avoid unnecessary repetition.
5. To assist the Planning Committee and Executive Committee preparation and submission of NCRA program recognition application.
6. The Committee shall seek approval from the National Cancer Registrars Association of CE hours for all qualifying programs offered by LCRA

SECTION III: BY-LAWS COMMITTEE

A By-Laws Committee consisting of a Chair appointed by the Executive Committee and members appointed by the Chair may be established and charged with specific responsibilities whenever deemed necessary by the Executive Committee.

SECTION IV: AD HOC COMMITTEE(S)

An Ad Hoc Committee(s) consisting of a Chair appointed by the Executive Committee and members appointed by the Chair may be established and charged with specific responsibilities whenever deemed necessary by the Executive Committee.

ARTICLE VII

AMENDMENTS

SECTION I: AMENDMENTS

Amendments may be proposed by any voting member. Proposals must be submitted in writing to the Secretary at least sixty (60) days prior to a regular business meeting in order to be considered at that meeting. The Secretary shall notify the Chair of the By-Laws Committee promptly whenever proposed amendments are received, if a By-Law Committee exists at that time. The Secretary shall notify the membership in writing of the proposed amendments at least thirty (30) days prior to the meeting. Adoption of amendments shall require approval of two-thirds (2/3) of the voting members present at the meeting.

ARTICLE VIII

STANDING RULES

SECTION I: ESTABLISHMENT

Policies and procedures required for the efficient administration of the business of the Association shall be established as Standing Rules. Standing Rules may be established or amended by the Executive Committee at any time.

SECTION II: REVOCATION

Standing Rules established or amended since the last regular business meeting shall be submitted in writing to the voting membership by the Secretary at least thirty (30) days prior to the next regular business meeting. A two-third (2/3) vote of the members present at the business meeting shall be required for rescinding a standing rule.

ARTICLE IX

ASSETS OF DISSOLUTION

SECTION I: DISSOLUTION

This Association shall not be dissolved while there are twenty-five percent (25%) of the members in good standing dissenting. Dissolution may be effected only by consent of more than three-fourths (3/4) of all active members. Notice of intent to dissolve the Association must be mailed to each member at least four (4) weeks prior to the date set for the ballots to be counted. Ballots for this purpose shall be included with notice of intent.

SECTION II: DISTRIBUTION OF ASSETS

In the event of dissolution of this Association, none of the assets shall be distributed to any member but shall be transferred to a non-profit organization which a majority of the delegates attending a meeting of the membership, for the purpose of dissolution, shall approve and designate.

Adopted April 12, 1994

Revised October 6, 1994

Name change February 14, 1995

Revised March 25, 1999

Revised October 14, 1999

Revised March 22, 2002

Revised April 6, 2004

Revised August 31, 2006

Revised May 4, 2009

Revised September 20, 2012

Revised: October 17, 2013

LOUISIANA CANCER REGISTRARS ASSOCIATION

STANDING RULES

I: FINANCIAL ADMINISTRATION

SECTION I: PAYMENTS TO OFFICERS FOR EXPENSES OCCURRED WITH REGARD TO MEETING ATTENDANCE

- A. During each calendar year the current President of the Louisiana Cancer Registrars Association (LCRA) may request from the Association a stipend to cover the expenses to attend the annual meeting of the National Cancer Registrars Association (NCRA).
1. The amount of this stipend shall not exceed \$1,000.00. All receipts must be provided to the treasurer.
 2. The stipend can be used for the following:
 - a. the NCRA registration fee.
 - b. the lowest round trip airfare available with the origination of the flight to begin in the city where the President resides or the nearest city to their residence; a flat rate of \$.51 per mile (or current state rate for the shortest distance between the President's residence and the site of the meeting will apply if driving. When driving, payment for mileage cannot exceed the lowest airfare.
 - c. lodging will be limited to current state rate with proof of purchase. When staying at an off-site hotel, the current state rate maximum lodging charge may include transportation to and from the meeting site or parking at the meeting site. Expenses incurred with regard to off-site convention facility. No lodging expenses will be paid en-route to or from the meeting site unless an overnight stop-over is more economical.
 - d. food will be limited to current state rate with proof of purchase.
 - e. this stipend cannot exceed \$1,000.00
 3. The primary source of funds should be the President's employer. LCRA's stipend shall apply only to the items for which the President cannot be reimbursed by the President's employer, the State of Louisiana, and/or any other source.
 4. If the NCRA annual meeting is held within the city in which the LCRA President lives, only a stipend to cover the registration fee may be requested. No other expenses will be paid.
 5. If the president is unable to attend the NCRA meeting, then another member of the executive committee may be designated to attend following hierarchal order: vice-president, secretary, and then treasurer.
- B. During each calendar year the Executive Committee members (and other invited members) may be reimbursed for expenses incurred, and not otherwise reimbursable, in attending Executive Committee meetings required for the government of LCRA subject to the following limitations
1. Reimbursement shall be made to any one officer for not more than one meeting per year.
 2. No officer shall be reimbursed for any expenses eligible to be refunded by the officer's employer or any other source.
 3. Only travel mileage shall be reimbursable.
 - a. Reimbursement for travel expenses shall be based on a flat rate of current state rate per mile for the distance between either the officer's residence or place of work and the site of the meeting in excess of 30 miles.

SECTION II: BLANKET AUTHORIZATION

- A. The Executive Committee has authority to authorize expenditures not to exceed Five hundred dollars (\$500.00) per calendar year without prior approval of membership.

II: MEETING

SECTION I: CORE PLANNING COMMITTEE

- A. Shall be appointed by the Executive Committee.
- B. Shall be responsible for
 1. Inviting interested non-members.
 2. Providing registration forms and meeting agendas to members and other prospective attendees, allowing adequate time for their response.
 3. Collecting late registration fees at the meeting.
 4. Reporting all financial transactions to the Treasurer. Proper documentation of expenditures and the source and purpose of income shall be required.
 5. Presiding over the educational seminars held in conjunction with meetings. This responsibility may be delegated to another member.
 6. Providing the secretary with the dated and signed attendance record to be used as verification for CE hours.
 7. Abiding by the duties of the Core Planning Committee specified in the By-Laws, Article V., Section III.
 8. There will be a charge of Twenty-five dollars (\$25.00) more per non-members for meeting fees.
 9. Assist with obtaining a diverse set of speakers for the meeting.
 10. Assist with choosing menu selections one month prior to meeting.
 11. Obtain donations for goody bags, door prizes and decorations for meetings.

SECTION II: EXECUTIVE COMMITTEE

- A. Shall authorize or budget all expenditures.

SECTION III: REFUND OF REGISTRATION FEES

- A. Registration fees for LCRA annual meetings are refundable if request is made seventy-two hours (3 days) prior to the first day of the meeting. Emergency situations require notification to the President in writing within two (2) weeks from said date.

SECTION IV: WAIVER OF REGISTRATION FEES

- A. Registration fees will be waived per meeting for the members serving on the Core Planning Committee, which includes the President and three (3) LCRA membership volunteers.

III. DUES

- A. Annual membership dues shall be sixty dollars (\$60.00). Annual dues for active members are due by January 31st of any given year.
- B. Late fees shall be Ten dollars (\$10.00) for active members if received after January 31st of any given year. This late fee is waived for any new (first time) member.
- C. Membership registration fees for conferences are sixty dollars (\$60.00).

IV. AWARDS

- A. The Distinguished Member Award will be presented at annual meeting.

Revised October 14, 1999

Revised March 22, 2002

Revised April 6, 2004

Revised September 2008

Revised: September 2012

Revised: October 2013

Revised: October 2015