

Tumor Registrars Association of Connecticut, Inc.
By-Laws





ARTICLE I - NAME

The Name of this organization shall be the Tumor Registrars Association of Connecticut, Incorporated, hereinafter sometimes called TRAC.

ARTICLE II - PURPOSE

1. To contribute to the betterment of patient care through research and education in Tumor Registry administration.
2. To raise the level of knowledge and performance of the Tumor Registrar through continuing education.
3. To apprise members of this Association of current activities, research, and trends in oncology.
4. To seek active liaison with professional and government organizations which utilize data retrieved from tumor registries.
5. This association 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 in this organization will be denied membership because of race, color, gender, creed, marital status, sexual orientation, age, natural origin or handicap. There will be no discrimination on the basis of religious, political or union affiliation.

ARTICLE III - MEMBERSHIP

Section I - Classification of membership

- A. **ACTIVE:** An active member shall be one who has paid current dues and whose occupation is involved with any or all facets of Tumor Registry work or one who has paid current dues and is a Certified Tumor Registrar who has maintained certified status.
- B. **ASSOCIATE:** An associate member shall be one who has a special interest in registry work but who is not actively employed in it and has paid current dues.
- C. **EMERITUS:** An emeritus member has been a member in good standing for at least ten years, has held an office or served on a committee of TRAC, and has retired from the cancer registry field. An emeritus member shall pay one-half of the current dues and meeting fees.

Section II - Application for Membership

- A. All applications shall be submitted in writing to the Membership chairman. The membership chairman shall notify the applicant of the action taken by the committees and that official recognition as a member will take place after payment of dues to the Treasurer.
- B. All applications, approved and rejected, shall be kept on file by the Membership chair.

Section III - Forfeiture

- A. Any member will automatically forfeit membership if in arrears for six months in dues or charges.



Section IV - Resignations

- A. Any member who is not in arrears in dues and/or charges may resign in good standing. Resignations shall be made in writing to the membership chairman.

Section V - Reinstatement

- A. Any member who has resigned in good standing may be reinstated upon paying the current dues.
- B. A member who has been removed for non-payment of dues may be reinstated by the payment of dues for the current year, and a reinstatement fee of 50% of the current dues.

ARTICLE IV - DUES AND FINANCIAL OBLIGATIONS

Section I - Dues

- A. The annual dues shall be that amount voted upon by the membership at the Annual Meeting for the ensuing fiscal year.
- B. Dues shall be payable on January 1st. A late fee of \$5.00 will be added for dues received after February 15th. Members whose dues are not paid by July 1st shall forfeit membership. Reinstatement of membership and fees will be described in Article III, Section V-B. Members who have resigned in good standing will be exempt from the reinstatement fee.

Section II - Fees

- A. Education meeting fees shall be voted upon by the membership at the Annual Meeting for the ensuing fiscal year. Non-members shall pay an additional amount voted upon by the membership at the Annual Meeting for the ensuing fiscal year.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section I - Nominations

- A. The Nominating Committee shall submit to the President at least seven weeks prior to the Annual Meeting a list of nominees, one or more for each office, who have consented in writing to serve if elected. Nominees are to be selected from the list of eligible members which is prepared by the Secretary.

Section II - Elections

- A. All officers shall be elected by an online ballot which will be distributed to the voting membership at least six weeks prior to the Annual Meeting. Ballots shall be prepared by the Nominating Committee. Election shall be made by plurality vote regardless of the number of candidates. In case of a tie vote, the two candidates with the highest number of votes shall be re-balloted.

Section III - Vacancies

- A. Vacancies among the elected officers shall be filled by a majority vote of the Board of Directors from a slate submitted by the Nominating Committee. Persons so elected shall serve until expiration of the original term of office.
- B. Vacancies among the Board of Directors shall be filled by the Executive Committee from recommendations submitted by the Nominating Committee. Persons so appointed shall serve until the expiration of the original term of office.



ARTICLE VI - OFFICERS

Section I - Personnel

- A. The officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer.

Section II - Terms of office

- A. The President, Vice-President, Secretary and the Treasurer shall be elected for a two year term or until their successors are elected.
- B. No officer shall serve more than one consecutive term in the same office, unless there is no candidate to replace the officer and the current officer agrees to serve for another term or until their successor is elected.

Section III - Duties

- A. The President shall be the executive officer of TRAC; shall preside at the meetings of TRAC, the Board of Directors, and the Executive Committee; and shall be an ex-officio member of all committees except the Nominating Committee; The President shall serve as the secondary signatory for all TRAC funds and securities; The President shall officially represent TRAC at the National Cancer Registrars Association (NCRA) Annual Meeting. The President shall first seek funds from his/her hospital or other means to cover expenses, and shall submit to the TRAC Treasurer for reimbursement the paid receipts for the "Early Bird Registration" and travel expenses, using the best economical routing for travel not reimbursed by other means. In the event the President cannot attend the NCRA Annual Meeting, the Vice-President shall attend. If the Vice-President cannot attend, an alternate shall be appointed by the Executive Committee.
- B. The Vice-President shall assist the President and shall assume the duties of the President in his/her absence. The Vice-President shall chair the Education/Program committee.
- C. The Secretary shall keep the minutes of all meetings of the Executive Committee, the Board of Directors, and all general and special meeting of TRAC; shall be responsible for the meeting notifications and all other general correspondence of TRAC; and shall act as TRAC historian.
- D. The Treasurer shall be the chief financial officer of TRAC; shall have the care and custody of all funds and securities of TRAC; shall deposit in such banks or depositories as the Board of Directors shall designate; shall be responsible for a report of the financial condition of TRAC at each meeting of TRAC and the Board of Directors and at other times as the President and Board of Directors shall request; and shall perform all acts incidental to the position of Treasurer, subject to the control of the Board of Directors. The Treasurer shall chair the Membership Committee, be responsible for the official membership roster and the issuing of membership numbers to all voting members of the association.

ARTICLE VII - BOARD OF DIRECTORS

Section I - Personnel

- A. The Board of Directors shall consist of the Officers, the Chairs of the standing committees, the immediate past president, and such Chairs as the Executive Committee shall designate.

Section II - Duties



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- A. The Board of Directors shall have general charge and control of the affairs, funds, and property of TRAC. They shall present to the membership all proposed major program activities for ratification.
- B. The Board of Directors may, by a two-thirds vote, remove an officer of TRAC or committee chair. The decision of the Board of Directors in matters pertaining to By-laws interpretation shall be final and binding.

Section III - Meetings

- A. The Board of Directors shall hold meetings as required during the year.

Section IV - Executive Committee

- A. There shall be an Executive Committee composed of elected officers which shall have the power of the Board of Directors between meetings of the Board of Directors. Any action taken shall be submitted to the Board of Directors for ratification at its next meeting.
 - 1. The President will notify all Committee Chairs within seven working days of any Executive Committee decision. The Committee Chairs will notify their members.

Section V - Quorum

- A. A majority of the Board of Directors and a majority of the members of the Executive Committee shall constitute a quorum respectively.

ARTICLE VIII - COMMITTEES

Section I - Committee Chairs

- A. Chairs of all committees with the exception of the Membership Committee and the Program/Education Committee shall be appointed by the President with the approval of the Executive Committee for a one year term except as otherwise provided. A chair may be asked to serve for one additional term. Committees shall consist of a Chairperson and as many members as needed unless otherwise specified.

Section II - Standing Committees

- A. There shall be a Membership Committee chaired by the Treasurer, whose function shall be to consider the qualifications of all candidates and recommend acceptance or rejection to the Board of Directors. The Chairman of the Membership Committee will give new members an introductory packet. This packet will contain copies of the By-Laws, membership roster, membership card, plus any available educational materials.
- B. There shall be a Program/Education Committee whose function is to plan and organize the education programs for TRAC. The Vice-President shall chair this committee, with an additional member from the hosting organization and volunteer(s) from TRAC membership. Standard speaker honorariums shall be determined by TRAC members at the annual meeting and will be documented in the meeting minutes. Any extraordinary educational expenses will be presented to the Board of Directors for discussion and approval.
- C. There shall be a Nominating Committee composed of an appointed chair and two-elected members. The two members shall be elected at the first regular meeting following the election of officers. The Nominating Committee shall prepare slates of candidates for election to various elected offices of TRAC with the exception of the two Nominating Committee members. These members will be



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nominated by the voting membership. The Nominating Committee shall also assist the President in selecting candidates for appointment.

- D. There shall be a Public Relations/Communications Committee whose function shall be to identify the purpose and activities of TRAC with the public interest and plan a program of action to earn the understanding and acceptance of TRAC by the membership and public.
- E. There shall be a By-laws Committee. The Committee shall be composed of three members, to be appointed by the President as soon as possible after assuming office. The function of this Committee is to review the by-laws annually and facilitate recommendations for amendments to the by-Laws as necessary.
- F. There shall be a Ways and Means Committee whose function is to add monies to the treasury.
- G. There shall be a Liaison Committee whose function is to coordinate and communicate the activities of TRAC with other Tumor Registrar associations and allied organizations and to inform TRAC membership of related activities and programs offered by these groups.

ARTICLE IX - MEETINGS

Section I - Annual Meeting

- A. The Annual Meeting shall be held no later than November 30th. This may also be combined with a general membership meeting.
- B. Notification of these meetings shall be by mail at least fourteen days prior to the date of the meeting.

Section II - Quorum

- A. One-third of the voting members of TRAC shall constitute a quorum.

Section III - Voting

- A. The following voting must take place at the annual Meeting: Costs for dues and meeting fees.
- B. Other business issues may be conducted throughout the year as needed. All members will be polled in a manner to be determined by the Executive committee.
 - a. The results of such votes shall be presented to the membership at the next business meeting.

ARTICLE X - FISCAL POLICIES

Section I - Fiscal Year

- A. The fiscal year shall be from January 1st through December 31st.

Section II - Fund and Securities Signatories

- A. There shall be established a primary and secondary signatory for all funds and securities of TRAC; the Treasurer shall serve as the primary signatory; the President shall serve as a secondary signatory in the event that the Treasurer is unable to sign.



Section III- Audit

- A. The books and accounts of TRAC shall be audited annually and reported to the membership annually.
- B. An active member in good standing who is not a member of the Executive Committee may serve as auditor.

ARTICLE XI - AMENDMENTS AND RULES OF ORDER

Section I - Amendments

- A. The By-laws may be amended by a two-thirds vote of the members present and voting at any meeting of TRAC provided that the proposed amendment has been mailed to each voting member at least thirty days prior to the date of the meeting.

Section II - Rules of Order

- A. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the By-laws or by special rules of procedure adopted by TRAC.

ARTICLE XII - STANDING RULES

The Board of Directors shall have the power to establish, amend, and repeal Standing Rules which are binding on all the membership.

ARTICLE XIII - DISSOLUTION

Section I - Procedure

- A. Dissolution is effective if three-fourths of the voting membership so consent.
- B. Notice of the intent to dissolve must be mailed at least four weeks prior to the date of the meeting at which the vote on dissolution will be taken.

Section II - Assets

- A. In the event of dissolution, none of the assets shall be given to any member. The membership present and voting at the meeting at which dissolution was voted will decide to which non-profit organizations the assets will be given.