



FLORIDA CANCER REGISTRARS ASSOCIATION, INC

BYLAWS

Rev 09/01/2023

ARTICLE I

Name

The name of this Association shall be the Florida Cancer Registrars Association, Inc. herein referred to as FCRA.

FCRA is hereby declared to be a nonprofit organization. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person otherwise qualified for membership in FCRA shall be denied membership because of age, race, religion, sex, origin, or political affiliation.

ARTICLE II

Purpose

The purpose of this Association shall be:

1. To raise the level of knowledge and performance of Cancer Registrars through continuing education.
2. To promote research and education in Cancer Registry Administration so that we may be a greater service to the cancer patient.
3. To disseminate information to members of FCRA regarding current activities, research, and trends in the cancer field.
4. To initiate and/or participate in programs to improve and standardize the compiling of Cancer Registry information.
5. To seek active liaison to the parent organization (The National Cancer Registrars Association) and to abide by the purposes set forth in the National Bylaws governing education and course of study.



ARTICLE III

Membership

SECTION I. Classification of Membership

Membership shall be divided into the following classes:

A. Active:

An active member shall be a resident or non-resident of Florida who is now involved in any facet of Cancer Registry work and who has paid the current dues. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.

B. Associate:

An associate member shall be any person interested in FCRA who has paid the dues and who does not meet the qualifications for active membership. An associate member shall be entitled to vote but not hold office or chair a committee but may be appointed to serve on a committee. A Certified Tumor Registrar who is no longer active in the field may apply for associate membership.

C. Honorary:

1. Honorary Life Member:

Past Presidents shall automatically become Honorary Life Members upon retirement from the Registry Profession. They shall retain all privileges of active membership and shall be exempt from paying annual dues.

2. Honorary Membership:

A person who has made a significant contribution to the profession of Cancer Registry Administration or has rendered distinguished service in the profession 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. Honorary members shall be exempt from dues, shall possess none of the rights and privileges of other classes of membership. An Honorary Member shall not hold any other class of membership in FCRA.

3. Institutional Members:

A medical institution or organization that has made a significant contribution to the cancer registry profession or has rendered distinguished service to the Florida Cancer Registrars Association may be elected to Institutional Membership by plurality vote of the active members present and voting at the Annual Business Meeting. Nominees for this category of membership shall be recommended by unanimous vote



D. Charter Member:

A member who joined within one year of adoption of the original Bylaws shall be designated as a Charter Member.

SECTION II. Application for Membership

Application for membership shall be submitted in a manner prescribed by the Executive Committee together with applicable fees and/or assessments.

SECTION III. Dues

The dues for all membership classifications shall be recommended by the Executive Committee and approved by the membership at the Annual Business Meeting. Effective July 26, 2013, the proposed change for the increase of annual dues from \$25.00 to \$50.00 was voted on and approved by the membership.

SECTION IV. Forfeiture

If dues for the current year are not received by the Treasurer of FCRA within 60 days after the start of the fiscal year, membership shall automatically be forfeited. (See ARTICLE VIII, SECTION I for definition of fiscal year.) The membership shall have a cut-off date for payment of the dues, and if anyone pays after the cutoff date they will have to pay an extra \$10.00 for both the Active and Associate members.

SECTION V. Resignation

Any member in good standing may resign by submitting his/her resignation in writing to the Chairman of the Membership Committee.

SECTION VI. Reinstatement

A former member whose resignation had been accepted by FCRA may be reinstated upon submission of an application accompanied by the current year's dues.



ARTICLE IV

Officers and Duties

SECTION I. Officers of this Association shall be:

- A. President
- B. President-Elect/secretary
- C Treasurer
- D. Chairman of Nominating Committee

SECTION II. Eligibility

Only active members in good standing for one year prior to nomination shall be eligible to hold office. To be eligible for the office of President-Elect/secretary a member must be a Certified Tumor Registrar and must have served at least one year on the Executive Committee.

SECTION III. Nomination

Subject to approval of the Executive Committee, nomination for office shall be made by the Nominating Committee from the list of eligible members as prepared by the President-Elect/secretary. Each nominee must give written consent to serve before his/her name is placed on the ballot.

The Nominating Committee shall be responsible for the preparation and mailing of ballots at least thirty (30) days prior to the Annual Business meeting. The Chair shall present a completed proposed ballot to the Executive Committee for verification at its spring meeting prior to the Annual Meeting.

SECTION IV. Election

Election shall be by mail ballot. The Nominating Committee shall be responsible for the preparation and mailing of ballots at least thirty (30) days prior to the Annual Business Meeting. Election shall be decided by plurality vote. The Chairman of the Nominating Committee shall present all executed ballots to the Executive Committee for verification at its August or September meeting prior to the Annual Business Meeting. In case of tie, the tying candidates shall be re-balloted on paper ballots at the Annual Seminar on the day of the Annual Business Meeting. The election shall be decided by plurality vote. In case of a tie, the effected position will be voted upon by paper ballot at the Annual Meeting.

SECTION V. Term of Office

Term of office shall be one (1) year or until a successor is elected and installed. Elected officers may succeed themselves one time.



SECTION VI. Duties of Officers

- A. President: Shall preside at all meetings of the general membership; shall appoint all Standing Committee Chairpersons with the exception of the Liaison, see section V, Standing Committees, and the Parliamentarian; shall appoint the chairmen of all special committees; shall be an ex-officio member of all committees except the Nominating Committee, and shall perform further duties as specified in these Bylaws. The President's ex-officio status is without vote.
- B. President-elect/secretary shall be elected for a term of two (2) years. Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of two (2) years. In case the office of president-elect/secretary shall become vacant by reason of death, resignation, removal or otherwise, the Executive Committee shall hold a special election of the members to fill the vacancy for the unexpired term.
- C. President-elect/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 no later than thirty (30) days following each meeting; shall keep on file all committee reports; shall keep the official membership roster and call the roll when required; shall keep attendance records; shall have on hand at each meeting a list of all existing committees and their members; shall send out a notice of each meeting showing the time and place at least thirty (30) days prior to said meeting; shall be responsible for all records and papers of the Association.
- D. Treasurer: Shall be responsible for the receipt and disbursement of all funds of the Association and shall keep an accurate record thereof; shall receive all dues; shall provide the President-elect/secretary with an up-to-date list of all paid members; shall render a financial statement at the Annual Business Meeting.
- E. Chairman of the Nominating Committee (Elected Office): Shall be responsible for obtaining a slate of candidates for all offices; for presenting the names to the Executive Committee for approval; for preparation of ballots with biographical sketches of all candidates; for mailing ballots to the membership at least thirty (30) days prior to the Annual Business Meeting; The Chairperson may appoint two (2) Association members to serve on the Committee with him/her.



SECTION VII. Vacancies

- A. All vacancies, except the office of the President and President-elect/secretary, may be filled for the unexpired term by appointment by the President with the approval of the Executive Committee.
- B. President-Elect/secretary: shall complete the unexpired term of the President.
- C. President- Elect/secretary: A vacancy in this office shall be filled by a special mail ballot election of the voting members. However, vacancy occurring within sixty (60) days of the Annual Meeting shall be filled by the voting members present at the next Annual Business Meeting.

SECTION VIII. Liability

Any legal action levied against FCRA shall be against the organization as a unit and not against a single officer or representative.



ARTICLE V
Committees

SECTION I. Standing Committees

The Standing Committees of FCRA shall be:

- A. Nominating (Elected position)
- B. Bylaws
- C. Education
- D. Historian
- E. Liaison
- F. Membership
- G. Public Relations
- H. Presidential Assistant
- I. Webmaster
- J. Election Committee
- K. Program Chair

This composition, size, and duties of the committees, other than Nominating, shall be set forth in the Standing Rules. Unless specified otherwise, the Chairperson of each committee shall appoint the Committee members.

SECTION II. Special Committees

As deemed necessary, special committees may be created by the membership or by the Executive Committee to carry on the affairs of FCRA.

SECTION III. Eligibility

Any Active Member in good standing for one year prior to appointment shall be eligible to be appointed as Chair of a Committee.

SECTION IV. Vacancies

Vacancies in Committee Chairs, presidential appointments, and elected committee membership shall be filled by appointment by the President.

SECTION V. Reports

All Committee Chairmen shall submit to the President a written report detailing their yearly activities thirty (30) days prior to the Annual Business Meeting.



ARTICLE VI

Executive Committee

SECTION I. Composition

The Executive Committee shall be composed of the Elected Officers, the Chairmen of all Standing Committees, and the Chair of any special Committees.

SECTION II. Powers and Duties

The Executive Committee shall:

- A. Act for FCRA between scheduled meetings of the membership and shall be responsible for the management of its business and professional affairs.
- B. Select the date and place of the Annual Meeting, taking into consideration membership demographics, availability of speakers, and accessibility.
- C. Authorize the establishment of additional committees to carry out the business of FCRA.
- D. Vote expenditures of monies for special purposes.
- E. Be empowered to remove from office, by two-thirds affirmative vote of the entire Executive Committee, any officer or committee chair who fails to perform the duties of his/her office as required by the Bylaws and the Standing Rules.

SECTION III. Meetings

- A. The Executive Committee shall meet just prior to the Annual Business Meeting of FCRA, just after the Annual Business Meeting, in February or March, and in October or November, and at any other time as deemed necessary by the President.
- B. A quorum shall be a majority of the members of the Executive Committee.

1. Special Meetings of the Executive Committee

- A. The purpose of a special meeting shall be to enable the Executive Committee to act on urgent matters between scheduled meetings.
- B. Items of Business to be considered at any special meeting of the Executive Committee must be specified in the call of the meeting. Only business mentioned in the meeting notice can be transacted at such a meeting.



2. Action of the Executive Committee Without a Meeting

A. By direction of the President, matters requiring action between meetings of the Executive Committee may be decided by mail vote, facsimile (FAX) vote, electronic vote, e-mail vote or conference-call vote conducted by the president-elect/ secretary or any other member authorized by the President.

B. All action resulting from a mail vote, facsimile (FAX) vote electronic vote or e-mail vote and minutes of a conference call shall be filed by the president-elect/secretary with the Executive Committee minutes.

3. Action of the Membership Without a Meeting

A. By direction of the Executive Committee, matters requiring action between Annual Meetings of the Membership may be decided by mail vote, facsimile (FAX) vote, electronic vote or e-mail vote conducted by the president-elect/ secretary, or any other member authorized by the President.

B. For the purpose of collecting votes without a meeting, a quorum shall be one-third (1/3) of the Voting Body.

C. Any matter presented for vote without a meeting shall be determined by a simple majority vote.

D. All action resulting from a mail vote, facsimile (FAX) vote or electronic vote, or e-mail vote shall be filed with the record of all proceedings of the Association.

SECTION IV. Action Without a Meeting

A. By direction of the President, matters requiring action between meetings of the Executive Committee may be decided by mail vote or telephone vote, conducted by the President-elect/secretary or any other member authorized by the President.

B. All action resulting from a mail or telephone vote shall be filed by the President-elect/secretary with the minutes of the Executive Committee.



ARTICLE VII

Meetings of the Membership

SECTION I. Meetings

A. The Annual Meeting, which shall be the business meeting of FCRA, shall be held during the Summer. The time and place of the Annual Meeting shall be determined by the Executive Committee (see Article VI, SECTION IIB).

B. Special meeting may be called by the Executive Committee.

SECTION II. Notification

The official call to any meeting shall be by mail at least thirty (30) days prior to the scheduled meeting. It shall include the agenda and any subject requiring special consideration.

SECTION III. Voting Body

The voting body shall be composed of all Active Members and Associate Members in good standing.

SECTION IV. Quorum

A quorum shall be one-third (1/3) of all the voting members registered at the annual conference.

SECTION V. Determination of Result of Voting

Any matter presented for a vote at the Annual Meeting shall be determined by simple majority vote unless specified elsewhere in these Bylaws as requiring a different vote (see ARTICLE III, SECTION I C-2; ARTICLE X, SECTION II; ARTICLE XII, SECTION III).



ARTICLE VIII

Financial Administration

SECTION I. Fiscal Year

The fiscal year of FCRA shall be from September 1st through August 31st.

SECTION II. Audit

The financial records of FCRA shall be presented for audit to an auditing firm selected by the Treasurer and approved by the Executive Committee at the end of each fiscal year. Audits and records are to be turned over to the incoming Treasurer within thirty (30) days after the end of the fiscal year.

ARTICLE IX

Parliamentary Authority

The current edition of Robert's Rules of Order shall be the parliamentary authority. The Parliamentarian shall have the usual powers implied by such office and shall have no voting privileges.

ARTICLE X Amendments

SECTION I.

Proposed amendments to these Bylaws may be made by any Active or Associate member. They shall be submitted in the prescribed form to the Chair of the Bylaws Committee at least ninety (90) days prior to the Annual Business Meeting.

SECTION II.

The vote shall be by show of hands. An affirmative vote of at least two-thirds (2/3) of the Active and Associate members present and voting at the Annual Business Meeting shall be required to adopt an amendment. Unless otherwise stated, the amendment shall become effective upon adoption.

SECTION III.

A copy of the proposed amendment shall be sent to the voting members at least thirty (30) days prior to the Annual Business Meeting.



ARTICLE XI

Dissolution

SECTION I.

Dissolution may be effective only by consent of three-fourths (3/4) of all voting members. Notice of the intent to dissolve FCRA must be mailed to each voting member at least four (4) weeks prior to the date set for the ballots to be counted. Ballots for this purpose shall be enclosed with the notice of intent.

SECTION II.

In the event of dissolution of FCRA, none of the assets shall be distributed to any member. Upon dissolution, any assets remaining after all obligations have been satisfied or provided for shall be transferred to a nonprofit entity determined by a majority of the voting membership attending a meeting for the purpose of dissolution.

ARTICLE XII

Standing Rules

SECTION I.

Unless specified otherwise, the Executive Committee shall establish and amend the Standing Rules necessary to carry on the business of FCRA.

SECTION II.

Standing Rules shall be published and made available to the membership. The Executive Committee shall notify the membership of any changes to the Standing Rules in the official FCRA publication following such changes.

SECTION III.

Any Standing Rules adopted by the Executive Committee may be rescinded by a two-third (2/3) vote of the voting membership at an Annual Business Meeting.



FCRA STANDING RULES

I. ADVISORY BOARD

The Executive Committee may create an Advisory Board of certain professionals if deemed necessary. Said Board shall have no authority other than advisory.

II. MEMBERSHIP

1. All applications for membership shall be submitted in writing to the Chair of the Membership Committee.
2. After reviewing the application, the Chair shall notify the applicant of action taken within thirty (30) days of receipt.
3. Applications received and approved between June 1st and August 31st shall become effective in the ensuing fiscal year.
4. Dues shall be paid on an annual basis. They shall be due September 1st and shall be delinquent if not received within sixty (60) days after the due date.

III. IMPLIED DUTIES OF OFFICERS

1. President: The President shall be empowered to act in case of an emergency with the telephone approval of a majority of the Officers of FCRA.
2. President-elect: The President-elect/secretary shall represent FCRA at functions as directed by the President and shall obtain a plaque, which he/she will present to the outgoing President at the close of his/her term.
3. President-elect/secretary: The President-elect/secretary shall:
 - A. Arrange for FCRA printing and volume mailings if not provided by another facility.
 - B. Respond to such correspondence as designated by the President.
 - C. Assemble all annual reports of the officers and committee members and include them in the registration packet for the Annual Seminar.
 - D. Take the Minutes of the Annual Meeting at which he/she relinquishes the office of President-elect/secretary.



- E. Prepare and distribute to all members of FCRA within sixty (60) days following the Annual Business Meeting a report of the Annual Meeting at which he/she relinquishes office. Said report shall include reports of the outgoing officers and committee chairs, the minutes of the Annual Meeting, the addresses presented by the outgoing and incoming presidents, and any other papers and reports deemed appropriate.
- 4. Treasurer: The Treasurer shall:
 - A. Prepare a proposed budget for the next fiscal year and submit it to the Executive Committee at its first meeting following the Annual Meeting.
 - B. Distribute educational credits and per diems to members attending the Executive Committee meetings.
- 5. Chair of Election Committee: The Chair shall:
 - A. Be responsible for notifying the candidates and the President-elect/secretary of the results of the vote.
 - B. Make a motion to destroy the ballots following his/her official report at the Annual Business Meeting.

IV. INSTALLATION OF OFFICERS

- 1. Officers shall be installed at the business meeting and before the conclusion of the Annual Seminar and shall assume their duties at the conclusion of the Annual Seminar.
- 2. The incoming President shall select the person to install the new officers.
- 3. A standard ceremony, which has been approved by the Executive Committee, shall be used at the annual installations.



V. STANDING COMMITTEES

1. Bylaws: The Chair shall:

- A. Receive and review for appropriateness all proposed amendments.
- B. Be responsible for preparing for mailing proposed amendments to the membership at least thirty (30) days prior to date to be voted on.
- C Present proposed amendments at the Annual Business Meeting.
- D. Be responsible for reviewing and updating the procedure manual of this office yearly.

2. Education: This Committee shall consist of at least two members appointed by the President.

- 1. Chair, Education Committee
- 2. Chair: Program Committee

* Chair, Education Committee shall develop and coordinate all educational activities of FCRA, be responsible for obtaining continuing education credits for all FCRA sponsored educational functions oversee the Annual Meeting Program Committee.

- 1) Work with the Annual Meeting Program Committee to see that program subject and speakers are appropriate.
- 2) Be available to assist the President and Program Chair in hotel selection and contract signing.
- 3) Apply for CME credits for annual meeting through NCRA.
- 4) Prepare the required Progress Reports and an Annual Report to the membership to include the activities of any subcommittees under your supervision and submit this report to the secretary 30 days prior to the Annual Meeting.



* Chair of Program Subcommittee, who shall be responsible for the program and all arrangements for the Annual Seminar. The Chairmen may appoint other members to assist them with their duties.

3. Historian: The Historian shall keep in her possession the special scrapbooks depicting the history of FCRA, keep them up to date, and display them at the Annual Seminar.
4. Liaison: The Liaison appointee shall represent FCRA at various state and national cancer-related organizations. The appointment is for four (4) years consecutive calendar years approved by the Florida State Office of the Governor. Applications are filed in September with the Governor's Office for the upcoming calendar year(s). The representative is selected by the Executive Committee at the first meeting of the new Executive Committee following the new term of Officers in August.

5. Membership: This Committee shall:

- A. Approve and process applications for membership.
- B. Conduct membership drives.
- C. Keep on file all membership applications.
- D. Send "welcome" letter which includes general information regarding FCRA, our Web page, username and password.
- E. Be responsible for keeping the membership roster current, for preparing and distributing the annual roster to the membership by June 15th of each year.
- F. May appoint other members to assist with duties.

6. Chair of Election Committee: The Chair shall:

The Chair of the Election Committee shall be appointed by the President. The Committee shall consist of a minimum of two other persons appointed by the Chair. The completed mail ballots will be received by the Chair, who will verify the eligibility of each voting member. The Committee will count the votes and a report will be prepared for the Executive Committee for the meeting prior to the Annual Business Meeting. The Chair will notify the President-elect and all candidates of the results either by e-mail, telephone, or facsimile (FAX).



The Chair shall:

- A. Receive all mail ballots.
- B. Verify the standing of each voting member
- C. Oversee the tallying of the ballots
- D. Prepare detailed reports for the Executive Committee and for the Membership including the individual tallies for each candidate and position.
- E. Notify the candidates and the President–elect of the results of the vote.
- F. Oversee the paper balloting at the Annual Meeting in case of a tie.
- G. Make a motion to destroy the ballots following his/her official report at the Annual Business Meeting.

7. Public Relations: This Committee shall:

- A. Be responsible for the official publication of FCRA.
- B. Design and implement projects to bring FCRA and its activities to the attention of the public and other allied professions.
- C. May appoint another member to assist with duties.

8. Finance: This Committee shall consist of the President, Past-president, Treasurer, Education Chair and Program Chair.

This Committee shall:

- A. Monitor income and expenses.
- B. Make recommendations to increase revenues or reduce expenses.
- C. Report findings and recommendations to the Executive Committee at least twice a year.
- D. Help to prepare the yearly budget.

9. **Webmaster chair**

- A. The committee shall consist of a Chair appointed by the FCRA President and a minimum of two members appointed by the Chair.
- B. The Chair shall be a proficient web user and shall serve as Webmaster. The other members shall be active web users.



VI. BUSINESS MEETING

The following conduct of business shall be observed at the Annual Business Meeting:

1. Identification badges, issued upon registration, must be worn at the Business Meeting and at all educational sessions.
2. Only voting members will be seated in the section indicated for voting members during the Business Meeting.
3. Voting members desiring to address the Business Meeting shall rise and identify ` by NAME and AFFILIATION. The member(s) must await recognition by the Chair before addressing the Business Meeting.
4. All motions shall be in writing, signed by the maker, and presented to the President-elect/secretary to facilitate the Minutes. Debate on any motion will not begin until the motion has been received by the Chair and read to the members.
5. No member shall speak in debate more than twice on the same question and for not longer than two minutes, without permission of the members in attendance, granted by a two-thirds (2/3) vote without debate.
6. The question will automatically be called on each item of business after ten (10) minutes of debate.
7. Notices of announcements to the assembly shall be in writing and signed by the person under whose authority the announcement is issued and shall be presented to the President-elect/secretary. Except in cases of emergency, announcements will be made at designated times during the meeting.
8. No one may enter or leave the room during a vote.
9. A two-thirds (2/3) vote of all members, present and voting, shall be required to suspend any standing rule.

VII. OFFICIAL PUBLICATION

The Sun Times shall be the official FCRA publication. It should contain reports of the affairs of FCRA, educational items, decisions of the Executive Committee, reports from Committees, results of elections, biographical sketches of members if desired announcements, and other items of interest. No financial reports are to be given in this publication.

VIII. RELEASE OF NAMES AND ADDRESSES OF FCRA MEMBERS

Copies of the membership Roster may be sent to hospitals or allied professions who request the names for recruiting employees for jobs in their business. Other requests will be handled on an individual basis by the Executive Committee.



IX. AUTHORITY TO REPRESENT FCRA

The Executive Committee is authorized to represent FCRA at the request of other organizations and the general public. General membership must seek prior approval from the President.

X. TRAVEL EXPENSES FOR EXECUTIVE COMMITTEE

Each member of the Executive Committee attending the October/November or February/March meeting shall be reimbursed at the current IRS rate per mile; she/he may elect to receive a \$25 dollars Education Certificate in lieu of the monetary reimbursement.

The Education Certificate may be used as credit toward FCRA educational sessions, not to exceed more than 50% of the fee. It is valid for one year from the date of issue, is not transferable, and must be attached to the registration form along with the remainder of the fee. Only one certificate may be used per educational offering.

XI. REIMBURSEMENT OF TRAVEL EXPENSES OF PRESIDENT

The President may be sent to the NCRA annual conference as the official representative of FCRA. The President's expenses shall be covered as follows - Basic coach air travel roundtrip flight and/or travel by car mileage reimbursement at the current IRS rate, early bird registration fee, and hotel room including room tax.

XII. REGISTRATION FEES

All members attending FCRA educational offerings must pay the required registration fee with the exception of the President and the Chair of the Education Committee and/or the Chair of the Program Subcommittee, who are exempt from paying the portion of the fee not designated to cover food costs.

XIII. VENDOR DONATIONS

All vendor donations to FCRA shall become a part of the education funds to be used at the discretion of the Executive Committee.

XIV. PRESIDENT'S BOOK

These shall be kept intact for a period of three (3) years. Thereafter, the Historian shall remove all materials not deemed of historic value, return them to the applicable president and preserve the historic material for reference and display in future meetings.

XV. FISCAL GUIDELINES

The Treasurer oversees the financial affairs of the organization, and it is responsible for implementing any recommendation received from the Finance Committee. The fiscal guidelines to operate the association shall be reviewed on a yearly basis by the Treasurer and should contain a systematic order to report revenues and expenses.

July 5, 1978

Reviewed/Revised August 1980, 1981, 1984, 1985, 1987, 1994, 1996, 1997, 1999, 2000, 2005, 2006, 2008, 2010, 2011, 2016, 2023.



POLICIES AND PROCEDURES

Effective Date: January 10, 2010, for IRS purposes

1. CONFLICT OF INTEREST

Florida Cancer Registrars Association shall not retain any individual nor engage in any business transaction or professional activity that would create a financial or other conflict of interest. No director or officer of Florida Cancer Registrars Association shall have a contractual relationship or hold an employment relationship with Florida Cancer Registrars Association. Further no officer or director shall solicit or accept anything of value from Florida Cancer Registrars Association or any of its officers, directors or employees.

Obligations to disclose: A party who gains knowledge of any actual or potential conflict of interest transaction involving the Florida Cancer Registrars Association shall promptly disclose it to the Board of Directors of the Association.

2. POLITICAL ENDORSEMENT

Florida Cancer Registrars Association shall not participate in any political campaign, nor endorse any political candidate, and shall abide by all regulations required as a 501(c)(4) non-profit organization.

3. MAINTENANCE OF RECORDS

Florida Cancer Registrars Association shall maintain records and accounts for a minimum of five years.

4. WHISTLE-BLOWER PROTECTION

In order to prevent retaliatory action against any covered individual making a protected disclosure, no Florida Cancer Registrars Association director, officer, or employee shall be discharged, demoted, transferred, or otherwise discriminated against as a reprisal for making certain "protected disclosures." - **Florida Cancer Registrars Association.**



HISTORY OF BYLAW AMENDMENT CHANGES

09/19/23 Motion approved to Current Bylaw:

REVISION: V. STANDING COMMITTEES

Reviewing the current 03/01/23 Bylaws, the following outdated information will be removed. Standing Committees section delete # 3. Chair CTR Review Course and

* Chair, Education Committee delete 4) Assist the CTR Review Course Chair in developing and conducting a CTR Review Course annually.

Rationale FCRA does not provide the CTR Review Course any longer and NCRA took over this process. Bylaws will be updated to removed and a “motion” was approved by the executive board on 09/19/2023.

1. Bylaws: The Chair shall:

- A. Receive and review for appropriateness all proposed amendments.
- B. Be responsible for preparing for mailing proposed amendments to the membership at least thirty (30) days prior to date to be voted on.
- C. Present proposed amendments at the Annual Business Meeting.
- D. Be responsible for reviewing and updating the procedure manual of this office yearly.

2. Education: This Committee shall consist of at least ~~three~~ **two** members appointed by the President.

1. Chair, Education Committee
2. Chair: Program Committee
- ~~3. Chair CTR Review Course~~

* Chair, Education Committee shall develop and coordinate all educational activities of FCRA, be responsible for obtaining continuing education credits for all FCRA sponsored educational functions oversee the Annual Meeting Program Committee.

- 1) Work with the Annual Meeting Program Committee to see that program subject and speakers are appropriate.
- 2) Be available to assist the President and Program Chair in hotel selection and contract signing.
- 3) Apply for CME credits for annual meeting through NCRA.
- ~~4) Assist the CTR Review Course Chair in developing and conducting a CTR Review Course annually.~~
- 5) 4) Prepare required Progress Reports and an Annual Report to the membership to include the activities of any subcommittees under your supervision and submit this report to the secretary 30 days prior to the Annual Meeting.



7/25/16 Motion approved to Current Bylaw:

ARTICLE IV

SECTION VI. Duties of Officers

B. President-elect/secretary shall be elected for a term of one (1) year. Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of two (2) years. In case the office of president-elect/secretary shall become vacant by reason of death, resignation, removal or otherwise, the Executive Committee shall hold a special election of the members to fill the vacancy for the unexpired term.

Proposed Change: B. President-elect/secretary shall be elected for a term of **two (2)** years. Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of two (2) years. In case the office of president-elect/secretary shall become vacant by reason of death, resignation, removal or otherwise, the Executive Committee shall hold a special election of the members to fill the vacancy for the unexpired term.

SECTION VI. Duties of Officers

Revision Remove: F. Immediate Past-President: Shall assist the President with the business of the Association and give advice to the Executive Committee when requested.

Rationale: After reviewing the Bylaws changes done last year pertaining to the President's term of office: *President-elect/secretary shall be elected for a term of one (1) year. Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of two (2) years.* It became apparent that the *president-elect/secretary's term* must match the term of the President's to ensure that there is no gap between the year elected *president-elect/secretary* and he/she is becoming president. The total commitment in this opportunity would be 4 years (elected 2016/2017 term; serving as president elect/ secretary for 2 years (2016 –2018) term; and as president for 2 years (2018/2020) - The Immediate past president is not an elected position and do not think it is necessary. It was also proposed that the board eliminate the Immediate Past President and then it would only be a 4-year commitment. This only adds a year to the current commitment.

The following minor change was approved by the BOD at the Executive Committee Meeting, July 24, 2016.



Any member in good standing may resign by submitting his/her resignation in writing to the Chairman of the Membership Committee. No resignation shall be accepted from a member whose dues are in arrears.

REVISION:

Delete "No resignation shall be accepted from a member whose dues are in arrears."

Rationale: Unenforceable.

REMOVE:

IV. INSTALLATION OF OFFICERS

3. The Program Chair shall be responsible for ordering corsages for the outgoing and incoming officers.

Rationale: We do not do this longer

V. STANDING COMMITTEES

5. Membership: This Committee shall:

A. Approve and process applications for membership.

B. Send a copy of approved applications to members of the Executive Committee.

C. Conduct membership drives.

D. Keep on file all membership applications.

E. Mail to the renewing members a current year membership sticker and the official membership card.

F. Send "new member packets", including membership card, certificate, and annual sticker along with other information.

REVISION: V. STANDING COMMITTEES

5. Membership: This Committee shall:

Delete B: Send a copy of approved applications to members of the Executive Committee.

Rationale: We do not do this longer

Delete E: Mail to the renewing members a current year membership sticker and the official membership card.

Rationale: We do not do this longer



Revise F: Send "new member packets", including membership card, certificate and annual sticker along with other information.

Modify: Send "welcome" letter which includes general information regarding FCRA, our Web page, user name and password.

7/27/15 Motion approved to Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of **two (2) years**

There has been some language presented to change the length of office for the President – President-Elect, and Nominating to two year terms –Treasurer is already that way.

CURRENT BYLAW:

SECTION VI. Duties of Officers

A. President-elect/secretary shall be elected for a term of one (1) year. Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of **one (1)** year. In case the office of president-elect/secretary shall become vacant by reason of death, resignation, removal or otherwise, the Executive Committee shall hold a special election of the members to fill the vacancy for the unexpired term.

PROPOSED CHANGE:

President-elect/secretary shall be elected for a term of one (1) year. Upon expiration of the president-elect/secretary's term, he or she shall become president for a term of **two (2) years**. In case the office of president-elect/secretary shall become vacant by reason of death, resignation, removal or otherwise, the Executive Committee shall hold a special election of the members to fill the vacancy for the unexpired term.

RATIONAL: The executive Board members proposed bylaws change FCRA Bylaws SECTION VI "Terms of office" – A change in length of office from (1) one year to (2) two years will increase the officer's ability to initiate change and to carry out programs in process. In addition, the change will decrease the expense of balloting and voting by one half adding to the revenue of FCRA.



07/23/13

Motion approved to increase membership to \$50

SECTION III. Dues

The dues for all membership classifications shall be recommended by the Executive Committee and approved by the membership at the Annual Business Meeting

Modify The Executive Board members proposed bylaws change FCRA Bylaws Section III Dues: An increase the membership dues from \$25 to \$50.00 starting in 2014.

NEW CHANGE:

At the FCRA Executive board meeting on April 13, 2013, a motion to increase the annual membership fee to \$50 from \$25 was passed. The FCRA Review Book was our major fund raiser, but we were unable to keep it updated and donated the book to NCRA. Since that time there has been a continued decline in funds.

Rationale: The board approved the motion to increase the annual membership fee to \$50 due to a decline in revenue from the training manual sales. Walter Sanford plans to present the justification for the changes at the FCRA Business Annual meeting. During the FCRA Business annual meeting the Bylaws chair will be asking for membership for approval of the proposed \$25 increase to the annual membership fee.

The following Standing Committee of Ways and Means has been removed per Board approval

SECTION I. Standing Committees

H. Ways and Means (removed)

The Board of Director made a motion and approval to eliminate from the Standing Committee the Ways and Means and incorporate it into the Foundation. At this time there are no merchandise pending for the association. Therefore, any future Ways and Means activities will be handled by the Foundation.

SECTION I. Standing Committees

I. Ways and Means (removed)



V. STANDING COMMITTEES

8. Ways and Means: This Committee shall: (removed)

A. Plan and execute, with the approval of the Executive Committee, ways to add monies to the Treasury.

B. Purchase the items for sale.

C. Attend or designate a representative to attend NCRA and FCRA at his/her own expense and staff a table for the purpose of selling FCRA Ways and Means items (FCRA will accept financial responsibility for shipping products to and from the meetings).

D. Keep an inventory of all items.

E. Turn monies from sales over to the Treasurer as soon as possible following the sale.

F. May appoint other members to assist with duties.

4. Webmaster, Program Chair and Presidential Assistant to the list of Standing Committees

E. Ways and Means

7/26/2011

Classification of Membership, added the words “or non-resident” (SEE BELOW)

SECTION I. Classification of Membership

Membership shall be divided into the following classes:

A. Active:

An active member shall be a resident or non-resident of Florida who is now involved in any facet of Cancer Registry work and who has paid the current dues. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.



7/20/2010

MODIFY & APPROVED

The verbiage of the reimbursement of travel expenses of the president to meet the current standard procedure.

1) XI. REIMBURSEMENT OF TRAVEL EXPENSES OF PRESIDENT

MODIFY

The President may be reimbursed in the amount not to exceed \$1500 dollars for expenses incurred while traveling on official FCRA business other than that of the regular Executive Committee meetings.

NEW CHANGE:

The President may be sent to the NCRA annual conference as the official representative of FCRA. The President's expenses shall be covered as follows - Basic coach air travel roundtrip flight and/or travel by car mileage reimbursement at the current IRS rate, early bird registration fee, and hotel room including room tax.

Rationale: Update current bylaws to meet the President's expenses incurred during his/her travel to NCRA annual meeting.

7/20/2010

NEW POLICY AND PROCEDURES:

The FCRA Bylaws need updating to include the requirement for the Internal Revenue Service's Policy and Procedures for a Non-Profit Organization:

Policies and Procedures for:

- 1) Conflict of Interest
- 2) Political Endorsement
- 3) Maintenance of Records
- 4) Whistle Blower Protection

Rationale: Update current bylaws to meet the new requirement for the Internal Revenue Service's for Non-Profit Organization these changes have been reviewed by the FCRA CPA.

POLICIES AND PROCEDURES

Effective Date: January 10, 2010, for IRS purposes

1. CONFLICT OF INTEREST

Florida Cancer Registrars Association shall not retain any individual nor engage in any business transaction or professional activity that would create a financial or other conflict of interest. No director or officer of Florida Cancer Registrars Association shall have a contractual relationship or hold an employment relationship with Florida Cancer Registrars Association. Further no officer or director shall solicit or accept anything of value from Florida Cancer Registrars Association or any of its officers, directors or employees.



Obligations to disclose: A party who gains knowledge of any actual or potential conflict of interest transaction involving the Florida Cancer Registrars Association shall promptly disclose it to the Board of Directors of the Association.

2. POLITICAL ENDORSEMENT

Florida Cancer Registrars Association shall not participate in any political campaign, nor endorse any political candidate, and shall abide by all regulations required as a 501(c)(4) non-profit organization.

3. MAINTENANCE OF RECORDS

Florida Cancer Registrars Association shall maintain records and accounts for a minimum of five years.

4. WHISTLE-BLOWER PROTECTION

In order to prevent retaliatory action against any covered individual making a protected disclosure, no Florida Cancer Registrars Association director, officer, or employee shall be discharged, demoted, transferred, or otherwise discriminated against as a reprisal for making certain “protected disclosures.”

- **Florida Cancer Registrars Association.**

3/26/10

Modify verbiage.

V. STANDING COMMITTEES

2. Education: This Committee shall consist of at least three members appointed by the President.

1. Chair, Education Committee
2. Chair: Program Committee
3. Chair CTR Review Course

* Chair, Education Committee shall develop and coordinate all educational activities of FCRA, be responsible for obtaining continuing education credits for all FCRA sponsored educational functions oversee the Annual Meeting Program Committee.

1) Work with the Annual Meeting Program Committee to see that the program subject and speakers are appropriate.

2) Be available to assist the President and Program Chair in hotel selection and contract signing.

3) Apply for CME credits for annual meeting through NCRA.

4) Assist the CTR Review Course Chair in developing and conducting a CTR Review Course annually.

5) Prepare required Progress Reports and an Annual Report to the membership to include the activities of any subcommittees under your supervision and submit this report to the secretary 30 days prior to the Annual Meeting.



SECTION I. Meetings

- A. The Annual Meeting, which shall be the business meeting of FCRA, shall be held during the **Summer**. The time and place of the Annual Meeting shall be determined by the Executive Committee (see Article VI, SECTION IIB).

7/26/08

ARTICLE IV

Officers and Duties, remove the word secretary and combine with President elect.

SECTION I. Officers of this Association shall be:

- A. President
- B. **President-elect/secretary**
- E. Treasurer
- F. Chairman of Nominating Committee
- G. Immediate Past-President

SECTION II. Eligibility, page 4, combine president-elect/secretary remove Vice-President.

Only active members in good standing for one year prior to nomination shall be eligible to hold office. To be eligible for the office of **president-elect/secretary**, a member must be a Certified Tumor Registrar and must have served at least one year on the Executive Committee.

SECTION III. Nomination, page 4, combine president-elect/secretary.

Subject to approval of the Executive Committee, nomination for office shall be made by the Nominating Committee from the list of eligible members as prepared by the **president-elect/secretary**. Each nominee must give written consent to serve before his/her name is placed on the ballot.

SECTION VI. Duties of Officers, page 5, combine president-elect/secretary and remove Vice-President.

- B. **President-elect/ secretary**: Shall assist the President in their duties throughout the year; shall keep informed regarding proceedings of the Association; shall succeed to the office of President at the conclusion of the incumbent's term of office. Shall keep a record of all proceedings of the Association and see that the minutes of all meetings are sent to the Executive Committee no later than thirty (30) days following each meeting; shall keep on file all committee reports; shall keep the official membership roster and call the roll when required; shall keep attendance records; shall have on hand at each meeting a list of all existing committees and their members; shall send out a notice of each meeting showing the time and place at least thirty (30) days prior to said meeting; shall be responsible for all records and papers of the Association.
- E. Treasurer: Shall be responsible for the receipt and disbursement of all funds of the Association and shall keep an accurate record thereof; shall receive all dues; shall provide the **president-elect/ secretary** with an up-to-date list of all paid members; shall render a financial statement at the Annual Business Meeting.



SECTION VI. Duties of Officers, page 5 remove Vice-president information

- C. Vice-president: Shall assist the President in carrying out his/her duties; shall assume the duties of the President in his/her absence; shall complete the unexpired term of the President in the event of vacancy **Remove**

SECTION VII. Vacancies, page 6, combine President-Elect, Secretary

- A. All vacancies, except the office of the President and **president-elect**/secretary, may be filled for the unexpired term by appointment by the President with the approval of the Executive Committee.
- B. President: The Vice-President shall complete the unexpired term of the President. **Remove**
- C. **President-elect**/secretary: A vacancy in this office shall be filled by a special mail ballot election of the voting members. However, vacancy occurring within sixty (60) days of the Annual Meeting shall be filled by the voting members present at the next Annual Business Meeting.

SECTION IV. Action Without a Meeting, page 10, combine president-elect/secretary

- A. By direction of the President, matters requiring action between meetings of the Executive Committee may be decided by mail vote or telephone vote, conducted by the **president-elect**/ secretary or any other member authorized by the President.
- B. All action resulting from a mail or telephone vote shall be filed by the **president-elect**/secretary with the minutes of the Executive Committee.

III. IMPLIED DUTIES OF OFFICERS, page 14, combine President-Elect, Secretary, remove Vice-President

- 2. Vice-president: The Vice-president shall represent FCRA at functions as directed by the President. **Remove**
- 3. **President-elect**/secretary: The **president-elect**/secretary shall obtain a plaque, which he/she will present to the outgoing President at the close of his/her term.
- 4. **President-elect** /secretary: The **president-elect**/ secretary shall:
 - A. Arrange for FCRA printing and volume mailings if not provided by another facility.
 - B. Respond to such correspondence as designated by the President.
 - C. Assemble all annual reports of the officers and committee members and include them in the registration packet for the Annual Seminar.



D. Take the Minutes of the Annual Meeting at which he/she relinquishes the office of **president-elect**/secretary.

E. Prepare and distribute to all members of FCRA within sixty (60) days following the Annual Business Meeting a report of the Annual Meeting at which he/she relinquishes office. Said report shall include reports of the outgoing officers and committee chairs, the minutes of the Annual Meeting, the addresses presented by the outgoing and incoming presidents, and any other papers and reports deemed appropriate.

6. Chair of Election Committee: The Chair shall:

- A. Be responsible for notifying the candidates and the **president-elect**/secretary of the results of the vote.
- B. Make a motion to destroy the ballots following his/her official report at the Annual Business Meeting.

July 25, 2006

Web Site Committee Proposal (Webmaster chair)

Revision to add to the FCRA Standing Rules for the Web Site Committee:

The committee shall consist of a Chair appointed by the FCRA President and a minimum of two members appointed by the Chair. The Chair shall be a proficient web user and shall serve as Webmaster. The other members shall be active web users.

Institutional Member Proposal

Recommendation: A category of Institutional Member should be added to the Bylaws under

Article III, section C: Honorary.

Added under Item C: 3 Institutional Members:

A medical institution or organization that has made a significant contribution to the cancer registry profession or has rendered distinguished service to the Florida Cancer Registrars Association may be elected to Institutional Membership by plurality vote of the active members present and voting at the Annual Business Meeting. Nominees for this category of membership shall be recommended by unanimous vote of the Executive Committee. Institutional Members shall be exempt from dues, shall possess none of the rights and privileges of other categories of membership.

RATIONALE: This category would be reserved for those institutions or organizations that have demonstrated ongoing and/or significant commitment of resources, personnel, time, and financial support to the educational efforts of the Association and/or the cancer registry profession. This would be a level of recognition that exceeds the awarding of a plaque and would signify to the profession and to the cancer data collection network the regard and appreciation of the Association and the membership. *Commercial enterprises would not be eligible. (needs better way to phrase)*



**Nominating-Election Revision Article V, IV
Article V, Section I**

Add K. Election so that that item reads: K. Election Committee

Article IV, Section IV Election:

Election shall be by mail ballot. The election shall be decided by plurality vote. In case of a tie, the effected position will be voted upon by paper ballot at the Annual Meeting.

Rationale: This change clarifies the election procedures.

Article IV, Section VI, Item F:

Delete the following: *for tallying ballots and presenting them for verification at the August or September meeting Executive Committee meeting prior to the Annual Business Meeting.*

Rationale: These duties will be included under the Election Committee if the nominating and election processes are separated.

Article IV, Section III, Nominating:

Add the following: The Nominating Committee shall be responsible for the preparation and mailing of ballots at least thirty (30) days prior to the Annual Business meeting. The Chair shall present a completed proposed ballot to the Executive Committee for verification at its spring meeting prior to the Annual Meeting.

Rationale: Change in language defines the present process.

Article XII, Standing Rules, Section III:

Item 6. should be modified to read the Chair of the Election Committee:

Rationale: Necessary wording change if the amendment is passed to separate the duties of nominating and election into two committees.

Article XII, Standing Rules, Section V, Standing Committees, Item 6

Nominating Committee

Delete Nominating and add Election to read as: *Chair of the Election Committee:*

The Following language is recommended:

The Chair of the Election Committee shall be appointed by the President. The Committee shall consist of a minimum of two other persons appointed by the Chair. The completed mail ballots will be received by the Chair, who will verify the eligibility of each voting member. The Committee will



count the votes and a report will be prepared for the Executive Committee for the meeting prior to the Annual Business Meeting. The Chair will notify the President-elect and all candidates of the results either by e-mail, telephone, or facsimile (FAX).

The Chair shall:

- H. Receive all mail ballots.
- I. Verify the standing of each voting member
- J. Oversee the tallying of the ballots
- K. Prepare detailed reports for the Executive Committee and for the Membership including individual tallies for each candidate and position.
- L. Notify the candidates and the President–elect of the results of the vote.
- M. Oversee the paper balloting at the Annual Meeting in case of a tie.
- N. Make a motion to destroy the ballots following his/her official report at the Annual Business Meeting.

Rationale: This change will eliminate any perceived conflict of interest and is in keeping with the practice of other associations. The Election Chair attends the Executive Committee Meeting just prior to the Annual Meeting and this will have no financial impact on the Association.

July 27, 2005

Meetings

Add to Article VI Section III: Meetings, page 8

1. Special Meetings of the Executive Committee

- A. The purpose of a special meeting shall be to enable the Executive Committee to act on urgent matters between scheduled meetings.
- B. Items of Business to be considered at any special meeting of the Executive Committee must be specified in the call of the meeting. Only business mentioned in the meeting notice can be transacted at such a meeting.

Replace Article VI, Section IV: Action Without a Meeting, page 8

2. Action of the Executive Committee Without a Meeting

- A. By direction of the President, matters requiring action between meetings of the Executive Committee may be decided by mail vote, facsimile (FAX) vote, e-mail vote or conference-call vote.
- B. All action resulting from a mail vote, facsimile (FAX) vote or e-mail vote and minutes of a conference call shall be filed with the Executive Committee minutes.



Rationale: Replace Article VI, Section IV: Action Without a Meeting, page 8, and will add ability to make official votes using current electronic technology; will also save time, increase efficiency and save postage/long distance phone call costs)

Add to Article VI Section III: Meetings

3. Action of the Membership Without a Meeting

- A. By direction of the Executive Committee, matters requiring action between Annual Meetings of the Membership may be decided by mail vote, facsimile (FAX) vote or e-mail vote.
- B. For the purpose of collecting votes without a meeting, a quorum shall be one-third (1/3) of the Voting Body.
- C. Any matter presented for vote without a meeting shall be determined by a simple majority vote.
- D. All action resulting from a mail vote, facsimile (FAX) vote or e-mail vote shall be filed with the record of all proceedings of the Association.

Rationale: The Board members agreed at the 4/2/05 meeting to allow electronic voting everywhere in the bylaws except for ballots, which must be mailed. Only two areas of the bylaws pertain to voting: voting by the Executive Committee addressed by proposed bylaws change #2 above and voting by the membership, Article VII, Meetings of the Membership. This proposed change will add a section to Article VII

Amend Article V, Section I: Standing Committee, page 6 and ADD:

4. Webmaster, Program Chair and Presidential Assistant to the list of Standing Committees

The Standing Committees of FCRA shall be

- A. Membership
- B. Liaison
- C. Bylaws
- D. Public Relations
- E. Historian
- F. Education
- G. Program Chair (*new addition; responsible for Annual Meeting*)
- H. Presidential Assistant (*new addition; uses exceptionally experienced cancer registrars in advisory and active roles*)
- I. Webmaster (*new addition; responsible for maintaining the FCRA web site*)

Rationale: Amends the August 10, 1994, amendment (page 24) to Article V, Section I: Standing Committees (page 6). There was discussion to also add Special Projects to the list of Standing



Committees, but it was felt that publishing a 5th edition of the Study Guide was uncertain, so Special Projects remains technically a Special Committee. The three committees being added have been special committees for several years. The duties of committees are set forth in the Standing Rules, which per Article XII: Standing Rules. Section I is the responsibility of the Executive Committee. Duties therefore do not have to be voted on by the membership. The list of Standing Committees, however, is in the bylaw.

BYLAW AMENDMENT CHANGES

August 13, 2000 page 5, revised 2000 FCRA Bylaws manual

AMEND: Article IV. Officer and Duties

Section V. Term of Office

Term of Office and Date of Assumption of Responsibilities by the Officers: Change the term of office from one to two years for the office of Treasurer and specify when new elected officers will assume office.

Article IV. Officers and Duties

Section V. Term of Office

Term of office shall be one (1) year or until a successor is elected and installed Elected officers may succeed themselves on time.

Article IV. Officers and Duties

Section V. Term of Office as amended would read:

CHANGE SECTION V. Term of Office

The term of office shall be two (2) years for the Treasurer and one (1) year for the elected officers or until a successor is elected and installed. Officers shall assume office at the conclusion of the Annual Meeting at which they are elected. Elected officers may succeed themselves one time.

Rationale: by changing the term of office for the FCRA **Treasurer to two years**, the association would have the benefit of continuity in the transition of the financial operation of the organization. By specifying the date for assumption of officers' responsibilities, the new officers will know exactly when they will be responsible to carry on their duties as specified in the bylaws.

August 12, 1999

AMEND Article 1, Name

The name of this Association shall be the Florida Tumor Registrars Association, herein referred to as FTRA.

FTRA is hereby declared to be a nonprofit organization. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person otherwise qualified for membership in FTRA shall be denied membership because of age, race, religion, sex, origin, or political affiliation.



CHANGE Article 1, Name, page 1

The name of the Association shall be the **Florida Cancer Registrars Association**, herein referred to as the **FCRA**.

FCRA is hereby declared to be a nonprofit organization. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person otherwise qualified for membership in FCRA shall be denied membership because of age, race, religion, sex, origin, or political affiliation.

The proposal would also change FTRA to FCRA and Tumor to Cancer throughout the bylaws as a matter of housekeeping.

Rationale: The National Cancer Registrars Association (NTRA) changed its name in 1993 to the National Cancer Registrars Association (NCRA). Since that time several states have followed its lead and changed their names including- California Cancer Registrars Association (CCRA), Indiana-Indiana Cancer Registrars Association (ICRA) and North Carolina – Association of North Carolina Cancer Registrars (ANCCR)

We are cancer registrars – our name should reflect our profession – let us change our name to the **Florida Cancer Registrars Association**.

August 12, 1999

AMEND Section 1, Classification of Membership

Membership shall be divided into the following classes:

A. Active:

An active member shall be a resident of Florida who is now involved in any facet of Cancer Registry work and who has paid the current dues. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.

CHANGE-Membership, SECTION I. Classification of Membership

Membership shall be divided into the following classes:

A. Active:

An active member shall be a resident of Florida, **a Certified Tumor Registrar or a person who is involved in any and all facet of Cancer Registry work** and who has paid the current dues. An active member in good standing shall be entitled to all membership privileges, including the right to vote, hold office, or chair a committee.

Rationale: The registry field is changing and many of us are getting into other areas, such as cancer research, data management, software vendors, education and other types of registries.

Article III, Section II, page 3



August 20, 1998

AMEND SECTION VI. Duties of Officers

A. President: Shall preside at all meetings of the general membership; shall appoint all Standing Committee Chairpersons and the Parliamentarian shall appoint the chairmen of all special committees; shall be an ex-officio member of all committees except the Nominating Committee and shall perform further duties as specified in these Bylaws. The President's ex-officio status is without a vote.

CHANGE SECTION VI. Duties of Officers

A. President: Shall preside at all meetings of the general membership; shall appoint all Standing Committee Chairpersons with **the exception of the Liaison, see section V**, Standing Committees, and the Parliamentarian; shall be an ex-officio member of all committees except the Nominating Committee, and shall perform further duties as specified in these Bylaws. The President's ex-officio status is without a vote.

August 20, 1998

AMEND SECTION IV. Forfeiture

If dues for the current year are not received by the Treasurer of FCRA within 60 days after the start of the fiscal year, membership shall automatically be forfeited. (See ARTICLE VIII, SECTION I for definition of fiscal year.)

CHANGE: SECTION IV: Forfeiture

If dues for the current year are not received by the Treasurer of FCRA within 60 days after the start of the fiscal year, membership shall automatically be forfeited. (See ARTICLE VIII, SECTION I for definition of fiscal year.) **The membership shall have a cut-off date for payment of the dues, and if anyone pays after the cutoff date they will have to pay an extra \$10.00 for both the Active and Associate members.**

August 20, 1998

AMEND ARTICLE XII: STANDING RULES

IV. INSTALLATION OF OFFICERS

1. Officers shall be installed at the annual banquet and shall assume their duties at the conclusion of the Annual Seminar.
2. **CHANGE ARTICLE XII: STANDING RULES**
3. **IV. INSTALLATION OF OFFICERS**
4. 1. Officers shall be installed after the business meeting and before the conclusion of the Annual Seminar and shall assume their duties at the conclusion of the annual seminar.



August 20, 1998

AMEND ARTICLE XII- Standing Rules, page 18, V. STANDING COMMITTEES

4. Liaison: The Liaison appointee shall represent FTRA at various state and nation cancer-related organizations. The appointment is for four (4) years. This representative is selected by the Executive Committee by secret ballot at the February/March meeting prior to representative taking office from a list of nominees selected at the previous October/November Executive Committee meeting.

CHANGE ARTICLE XII- Standing Rules, page 18, SECTION V.

Standing Committee

4. Liaison: The Liaison appointee shall represent FTRA at various state and national cancer-related organizations. The appointment is for four **consecutive calendar years approved by the Florida State Office of the Governor. Applications are filed in September with the Governor's Office for the upcoming calendar year(s). The representative is selected by the Executive Committee at the first meeting of the new Executive Committee Following the new term Officers in August.**

August 20, 1998

AMEND ARTICLE XII Standing Rules

5. Membership: This Committee shall:
 - G. Be responsible for keeping the membership roster current, for preparing and distributing the annual roster to the membership by **June 15th of each year.**

CHANGED ARTICLE XII Standing Rules

5. Membership: This Committee shall:
 - G. Be responsible for keeping the membership roster current, for preparing and distributing the annual roster to the membership **at the annual meeting.**

AUGUST 20, 1997

CHANGE- ARTICLE III- Section I Classification of Membership

Membership shall be divided into the following classes:

- A. Active NO CHANGE
- B. Associate NO CHANGE
- C. Honorary

1. Honorary Life Member

Past president shall automatically become Honorary Life Members upon retirement from the Registry Profession. They shall retain all privileges of active membership.



An exempt status for paying dues is awarded in recognition of those FTRA Presidents, who served during the early start-up years of 1978 through 1982.

2. Honorary Membership NO CHANGE

CHANGE- ARTICLE III- Section I Classification of Membership

D. Charter Member

A person who joined within one year of adoption of the original Bylaws shall be designated as a Charter Member. A Charter member may pay their dues as an active member or as an associate member.

Rationale: The Board and the Executive Committee has seen the need to propose these changes in order to determine the membership status of the various classifications and the amount of dues they are responsible for.

August 20, 1997

DELETE Article III – Section VI Reinstatement

B. A former member whose membership had been forfeited for nonpayment of dues must submit a new application for membership together with the annual dues plus any reinstatement fee established by the Executive Committee. If denied membership, the dues plus the reinstatement fee shall be funded.

Rationale: There is no need to stipulate the amount of reinstatement fee because the Board and Executive Committee propose not to penalize a member for re-joining the association.

DELETE -STANDING RULES, Number II-5. Membership

The membership reinstatement free shall be one-half of the amount of the current dues for the type of membership the applicant is seeking.

Rationale: There is no need to stipulate amount of reinstatement fee because the Board and Executive Committee propose not to penalize a member for re-joining the association.
INFORMATIONAL ONLY: The Board and Executive Committee members make the changes to the Standing Rules.

August 20, 1997

AMEND SECTION I. CLASSIFICATION OF MEMBERS

Honorary Life Member:

An exempt status for paying dues is awarded in recognition to those past FTRA Presidents, who served during the early start-up years of 1978-1982.

Rationale: These changes are necessary in order to determine the membership status of the various classifications and the amount of dues they are responsible for.



August 20, 1997

ADD-SECTION 1. CLASSIFICATION OF MEMBERS

D. Charter Members:

A person who joined within one year of adoption of the original Bylaws shall be designated as a Charter Member. A Charter Member can pay their dues as an active member or as an associate member. Additionally, a Charter Member may be designated an Honorary Life Member and be exempt from paying annual dues.

E. Distinguished Member:

A person who has been nominated and selected as someone who had rendered distinguished service to the Florida Cancer Registrar Association. They shall retain all the privileges of active membership and shall be exempt from paying annual dues.

Rationale: These changes are necessary in order to determine the membership status of the various classifications and the amount of dues they are responsible for.

August 12, 1996

AMEND NAME Article V, Section I. Standing Committees

1. Blue Ribbon Panel

CHANGE NAME – Article V, Section I. Standing Committees

1. Finance Committee

Rationale: The Executive Committee felt that the Blue-Ribbon Panel could act as the Finance Committee of the Association. The name Blue Ribbon Panel changed to Finance Committee.

August 10, 1994

AMEND Article V, Section I. Standing Committees

The standing Committees of FTRA shall be

- A. Nominating (elected position)
- B. Bylaws
- C. Education
- D. Historian
- E. Liaison
- F. Membership
- G. Public Relations
- H. Ways and Means



The composition, size, and duties of the Committees, other than Nominating, shall be set forth in the Standing Rules. Unless specified otherwise, the Chairman of each Committee shall appoint the Committee members.

August 10, 1994

ADD Article V, Section I. Standing Committees

I. Blue Ribbon Panel

Rationale: The Executive Committee feels that the Blue-Ribbon Panel could act as the Finance Committee of the Association. Will evaluate, make recommendations, and provide supervision of the financial status of the organization.

August 10, 1994

AMEND Article VII, Section IA Meetings of the Membership

Section I. Meeting READ AS FOLLOWS:

A. The Annual Meeting, which shall be the business meeting of FTRA, shall be held in August. The time and place shall be determined by the Executive Committee (see Article VI, Section IIB).

CHANGE – Article VII, Section I. Meetings of the Membership

A. The Annual Meeting, which shall be the business meeting of FTRA, *shall be held August or September* The time and place shall be determined by the Executive Committee (see Article VI, Section IIB).

Rationale: The Executive Committee has seen a need to have more flexibility with the date for the Annual Meeting and avoid future conflicts with other events at national level.

August 10, 1994

AMEND-STANDING RULES:

ADD TO Article V. Standing Committees. Section 1. Bylaws Chairman

The Chairman shall:

- receive and review for appropriateness of all proposed amendments.
- be responsible for preparing for mailing proposed amendments to the membership at least (30) thirty days prior to date to be voted on.
- present proposed amendments at the Annual Business Meeting

ADDITION

- be responsible for reviewing and updating the procedure manual of this office yearly.

Rationale: The FTRA has approved Bylaw Procedure Manual since February 20, 1993.



August 10, 1994

ADD to Article V. Standing Committees.

Section 9. Blue Ribbon Panel

Current Standing Rules: None

Addition to be included:

This Committee shall consist of the Past President, President, Education Chair and Treasurer.

This Committee shall:

- monitor income and expenses.
- make recommendations to increase revenue or reduce expenses.
- report findings and recommendations to the Executive Committee at least twice a year
- help to prepare the yearly budget.

Rationale: The Executive Committee feels strongly that we need to establish a mechanism to help monitor our financial affairs.

February 25, 1989

STANDING RULE CHANGE

On February 25, 1989, the Executive Committee addressed the problem of storing the vast amount of material that has been accumulated through the years. Since there is no office, the material has been passed from one office or committee chairman to the next one, but there is just too much of it to continue keeping it all. The committee therefore adopted a Standing Rule regarding this matter.

In accordance with Article XII, of the Bylaws, the Membership got notified in the SUNTIMES of the Rule.

ARTICLE XIV. PRESIDENT'S BOOKS

These shall be kept intact for a period of three years. After this time, the Historian shall remove all material not deemed of historic value, return it to the applicable president, and preserve the historic

August 1985

ARTICLE IV, SECTION VI

Read as follows:

- A. President: Shall preside at all meetings, shall be a member ex-officio of all committees except the Nominating Committee.

Change to ARTICLE IV, SECTION VI

- A. President: Shall preside at all meetings, shall be a member ex-officio of all committees except the Nominating Committee. THE PRESIDENT SHALL APPOINT STANDING COMMITTEE CHAIRMEN.

Rationale: To define in the by-laws this duty of the President



August 1981

AMEND -Section II: APPLICATION:

- A. All applicants shall be submitted in writing to the Chairman of the Membership Committee (*see Article IV, Section VI*). The application shall include a complete resume of the applicant's year of experience and/or education in the field of medicine or Cancer Registry. The application shall be accompanied by payment of the current annual dues.

August 1981

Article IV – OFFICERS AND DUTIES

SECTION I: The officers of the Association shall be:

- A. President
- B. President-Elect
- C. Vice-President
- D. Corresponding and Recording President-elect/secretary.
- E. Parliamentarian

CHANGE- Section I. The officers of the Association shall be:

- A. President
- B. President-Elect
- C. Vice President
- D. Corresponding and Recording President-elect/secretary
- E. Treasurer
- F. Chairman of Nominating Committee (Elected position)
- G. Immediate Past President (Honorary Member)
- H. Director of Public Relations (Appointive position)
- I. Liaison to all cancer-related organizations both State and National; will have the right to appoint an Alternate and/or Assistant as dictated by need (Appointive position)
- J. Chairman of Program and Education Committee (Appointive position)
- K. Chairman of the Ways and Means Committee (Appointive position)
- L. Parliamentarian and Chairman of Amendments Committee and Ad-Hoc By-Laws Committee (Appointive position)
- M. Chairman of Membership Committee (Appointive position)
- N. Chairman of any "Special" Committee, as appointed by the President, or established by the Executive Committee.



August 1981

AMEND Section IV: ELECTION:

All officers shall be elected by ballot at the time of the annual meeting. 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.

CHANGE: Section IV: ELECTION:

All officers shall be elected by ballot *which will be mailed to the membership at least thirty (30) days prior to* the annual meeting. 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.

August 1981

AMENDED Section V: TERM OF OFFICE:

Shall be one (1) year or until a successor is elected and installed.

CHANGE Section V: TERM OF OFFICE:

Shall be one (1) year or until a successor is elected and installed. *Elected officers may succeed themselves one time.*

August 15, 1980

ADD Article IV Section 1: The officers of this Association shall be:

- h. Liaison to Florida Cancer Control and Research Advisory Board (appointive position)
- i.

Rationale: This proposed amendment establishes the addition of the new Liaison member of the Association to Florida Cancer Control and Research Advisory Board.

ADD Article IV Section VII:

Liability for any reciprocity levied against actions of the Florida Cancer Registrars Association shall be against the organization as a unit and not against a single officer or representative.

Rationale: This proposed amendment is intended to protect the persons who hold office in the organization from being personally involved in any legality against the Association.



ADD Article VII, Meetings of the Membership, Section II: Notification

A. Official call of the business meeting shall be by mail thirty days prior to the scheduled meeting, to include agenda and any subject requiring special attention.

ADD Article VII, Section IV. Quorum

A quorum shall be one third (1/3) of the all those voting members registered at the Annual Meeting.

Rationale: This amendment establishes the procedure to maintain the official call and quorum for the Annual business meeting.

ADD Article VI, Section II. Quorum:

To carry out the business of the organization as described, a majority of members of the Executive Committee shall constitute a quorum.

Rationale: This proposed amendment is intended to alleviate the problems experienced to maintain the required quorum for meetings of the Executive Committee.