



American Association for Cancer Education, Inc

Established in 1947 as Cancer Coordinators

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BYLAWS OF THE AMERICAN ASSOCIATION FOR CANCER EDUCATION

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**It is unknown if there were other revisions prior to 6 November 1998.*

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Accepted unanimously 23 October 2015 at the Annual Business Meeting.

Article I: Name

The name of this not-for-profit organization shall be the American Association for Cancer Education, as stated in the Articles of Incorporation. It is hereafter referred to as the Association.

Article II: Mission

Mission: Champion the highest standards for cancer education through evidence-based practices to achieve quality outcomes.

Article III: Membership

Section 1. Categories of Membership

- a) The Association shall have five categories of individual memberships: Active, Senior, Honorary, Fellows, and Associate members.
- b) The Association shall also have Institutional memberships.

Section 2. Qualifications of Members

- a) Active Members shall be persons actively engaged in cancer training and education.
- b) Senior Members shall be previously Active Members who have reached the age of 65 years and have applied for transfer to Senior Member status.
- c) Honorary Members shall be persons who have received unanimous recommendation and approval of the Executive Council for outstanding contributions to the study or teaching of cancer.
- d) Fellows shall be the Past Presidents of the Association.
- e) Associate Members shall be persons actively enrolled in accredited education or training programs that prepare individuals for cancer-related careers.
- f) Institutional Members shall be organizations actively engaged in cancer education and training.

Section 3. Privileges of Individual Members

- a) Active Members shall be eligible to attend meetings, vote and hold office within the Association.
- b) Senior Members shall be eligible to attend meetings and vote, but not hold elected office within the Association.
- c) Honorary Members shall be eligible to attend meetings, but not vote or hold elected office within the Association.
- d) Fellows shall have the same privileges as the members of their category of membership, i.e., Active, Senior or Honorary.



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- e) Associate Members shall be eligible to attend meetings and vote, but not hold elected office within the Association.

Section 4. Privileges of Institutional Members

- a) Institutional members may identify a maximum of three individuals as their representatives.
- b) The individual representatives of the Institutional members shall be eligible to attend meetings, vote and hold office within the Association.

Section 5. Admission of Members

- a) Any individual may apply for Active or Associate membership in the Association.
- b) Any institution may apply for Institutional Membership in the Association.
- c) Honorary members shall be nominated and approved by Executive Council.
- d) Application and acceptance as a member shall follow the procedural and operational guidelines as approved by the Executive Council. There shall be no limitation to the number of members.

Section 6. Dues

- a) There shall be an annual dues assessment set by the Executive Council. Membership dues are payable by 1 January of the membership calendar year. Dues not received by 15 April shall be considered delinquent.
- b) Failure to pay dues by the 15 April deadline shall result in termination of membership provided a member has been notified three months in advance of such termination. Reinstatement to membership shall require payment of dues.
- c) Senior Members and Honorary Members are exempt from payment of dues.

Section 7. Termination of Membership

- a) Any individual or institutional member may terminate membership by submitting a written resignation to the Association office.
- b) The Executive Council shall terminate membership in the Association for failure to pay dues or if, in its opinion, a member has not acted in accordance with the accepted ethics of the respective profession.

ARTICLE IV Officers

Section 1. Titles

Officers of the Association shall be President, President-Elect, Vice-President, Secretary, and Treasurer.

Section 2. Duties

- a) All Officers shall perform the duties prescribed by these Bylaws, by the Parliamentary Authority adopted by the Association, by the Executive Council, and by the voting membership.
- b) All Officers shall meet at least quarterly whether by phone or in-person to discuss the current situations within the Association.



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- c) The President shall serve as the Chair of the Executive Council and shall preside over all meetings of the Executive Council and the membership, and oversee adherence to the bylaws and procedures of the Association.
- d) The President-Elect shall serve as chair of the Program Committee and shall assume the responsibilities of the President if the individual in that office is unable to fulfill the responsibilities.
- e) The Vice-President shall serve as the Co-chair of the Program Committee and shall assume the responsibilities of the President-Elect if the individual in that office is unable to fulfill the responsibilities.
- f) The Secretary shall be responsible for the minutes of the Annual Meeting, as well as the minutes of all meetings of the Executive Council. The minutes of the Annual Meeting and other official communications shall be distributed to the membership following approval of the Executive Committee. The Secretary shall oversee the Association's Archives including responsibility for the acquisition, preservation, and classification of all material of historical interest to the Association.
- g) The Treasurer shall be responsible for all financial records of income and disbursement of the Association, payment of taxes, preparation of the annual budget, and annual audit of the Treasurer's accounts and report thereon at the Annual Meeting. The Treasurer shall seek input and direction from the Officers regarding the financial direction of the Association.

Section 3. Election

The Advisory Committee shall propose candidates agreeing to serve for each open Officer position before the Interim Meeting of the Executive Council. This slate of nominees shall then be presented to all voting members in good standing along with an invitation to submit additional nominees. Nominees must indicate their agreement to serve if elected at the time of nomination. The Advisory Committee shall select a final slate of candidates from the nominees, and the Executive Council shall approve the final ballot. The ballot shall be submitted to all voting members of the Association in good standing no less than two months prior to the Annual Business Meeting, and voting shall be completed no less than one week prior to the Annual Business Meeting.

Section 4. Terms of Office

- a) All elected Officers shall hold office for a term of one year.
- b) The President shall serve for one year. The President, after a term of one year, shall succeed to the Immediate Past-President and shall serve as the Chair of the Advisory Committee. The President-Elect, after a term of one year, shall succeed to the Presidency. The Vice President, after a term of one year, shall succeed to the President-Elect position.
- c) The Treasurer and the Secretary may be re-elected annually up to a maximum of five (5) consecutive one-year terms.
- d) The Officers shall assume office at the end of the Annual Meeting.

Section 5. Vacancies in Office

- a) In the event that the office of President becomes vacant, the President-Elect shall succeed to the office of President for the remainder of the unexpired year and then serve his or her own term as President.



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- b) In the event the office of President-Elect becomes vacant, the Vice-President shall succeed to the office of President-Elect for the remainder of the unexpired year and then serve his or her own term as President-Elect.
- c) The Executive Council shall fill, by appointment, any vacancy in office not provided for in these Bylaws for the unexpired term.

ARTICLE V Executive Council

Section 1. Composition

- a) The Executive Council shall consist of 13 voting members, including the five Officers of the Association, six appointed Members-at-Large, the President of the European Association for Cancer Education (EACE) or his/her designee, and the Immediate Past-President of the Association. *Ex-Officio* members may also be appointed by the Executive Council.
- b) The Members-at-Large shall be appointed by the President. Each appointed Member-at-Large shall serve for three years. Terms of office shall be staggered so that two new Members-at-Large shall be appointed each year. There shall be no restriction on the number of terms an individual may serve as Member-at-Large.

Section 2. Duties

The duties of the Executive Council shall be:

- a) To conduct, manage, and control the affairs and business of the Association and to make rules and regulations consistent with the law, the Articles of Incorporation, and the Bylaws of the Association.
- b) All issues and resolutions reviewed by Executive Council shall be approved by a majority vote.

Section 3. Meetings

- a) Regular Meetings: The Executive Council shall meet at the time of the Annual Meeting and at least one additional time per year.
- b) Special Meetings: Special meetings of the Executive Council may be called by the President or upon written request of five members of the Executive Council.
- c) The President may invite any committee chair, member, or guests who he or she deems advisable to attend these meetings, but invited participants may not vote.

Section 4. Meeting Conduct

- a) The President of the Association shall be the Chair of the Executive Council.
- b) In the absence of a President and President-Elect, the immediate Past-President shall serve as Chair of the Executive Council.

Section 5. Quorum

A quorum shall consist of no less than five members of the Executive Council, at least two of whom must be Officers.



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Section 6. Vacancies

- a) Procedures for Officer vacancy are identified in Article IV, Section 5.
- b) In the event a vacancy occurs among the Members-at-Large, the President shall appoint a replacement for the duration of the term of the vacancy.

ARTICLE VI Committees

Section 1. Standing and Special Committees

Unless specified otherwise in these Bylaws, all standing and special committees shall be appointed by the Executive Council. The composition, terms, powers and duties of all committees shall be determined by the Council.

Section 2. Advisory Committee

- a) The Advisory Committee shall consist of up to five Past Presidents who are members in good standing and who have attended at least one Annual Business or Interim Meeting in the past two years. The most recent Past President shall serve as the Chair of the Advisory Committee.
- b) The Chair of the Advisory Committee shall be a voting member of the Executive Council.
- c) The Advisory Committee shall be advisory in scope to the Executive Council and provide continuity of leadership.
- d) The Advisory Committee shall serve as the Association's nominating committee.
- e) The Advisory Committee shall present a list of nominees for Office.
- f) The Advisory Committee shall select the annual recipient(s) of the Margaret Hay Edwards Award.

Section 3. Other Committees

- a) The Bylaws Committee shall consist of a Chair, who is not an Officer, and two additional members to conduct a review at least every three years.
- b) The Editorial Committee shall consist of a Chair, who is not an Officer, who shall be the Editor of the Journal of Cancer Education, and two or more additional members.
- c) The Membership Committee shall consist of a Chair, who is not an Officer, and other members.
- d) The Annual Meeting Planning Committee shall consist of a minimum of 3 Association leaders including the President-Elect who shall serve as Chair, the Vice President who shall serve as Co-Chair and a Chair of Local Arrangements.

Section 4. Appointments

All committee Chairs and members, except for the Advisory and Annual Meeting Committees as described in Section 2a and 3d, shall be appointed by the President for a term of up to three years and may be reappointed for one additional term of up to three years. Unless specified otherwise in these Bylaws, all standing and special committees shall be determined by the Executive Council. The composition,



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terms, powers and duties of all committees shall be determined by the Council. The President or designee shall be an *ex officio* member of all committees except the Advisory Committee.

Committee appointments shall be staggered to ensure continuity in committee activities and function. Overall committee composition shall reflect the various disciplines and the geographic distribution of the membership.

The President may appoint additional members to any Standing Committee except the Advisory Committee, for a term of one year. These appointments may be extended, by succeeding Presidents, by annual appointment up to a total of four years.

Section 5. Duties

- g) The Advisory Committee shall be advisory in scope and provide continuity of leadership. The Chair of the Advisory Committee is a voting member of the Executive Council. The Advisory Committee shall be the nominating committee and, at the Annual Meeting, present a list of nominees for Office. The Advisory Committee shall select the annual recipient(s) of the Margaret Hay Edwards Award.
- a) The Editorial Committee is responsible for oversight of all official publications of the Association, including the Journal of Cancer Education.
- b) The Membership Committee shall maintain a roster of all members of the Association, recruit new members, and consider all completed applications for membership. Reports on membership and the plans for recruitment should be submitted to the Executive Council at the Interim and Annual meetings.
- c) The Annual Meeting Committee shall maintain oversight for all activities related to the Annual Meeting including the local arrangements, in collaboration with any organization partnered with the Association to host the meeting.

Section 6. Temporary or *Ad Hoc* Committees

Temporary, *Ad Hoc* Committees shall be appointed by the President as deemed necessary by the President or the Executive Council. These committees shall be reappointed annually, or their duties shall terminate at the end of the Annual Meeting following their appointment.

Section 7. Reporting

Every committee shall make a report to the Council at the Interim and Annual Meetings.

ARTICLE VII Meetings of Members

Section 1. Annual Meeting

- a) The Association shall meet annually and include both scientific sessions and the Annual Business Meeting. The time and place for the meeting shall be decided by the Executive Council. Members will be notified of the Annual Business Meeting no later than three months prior to the meeting.
- b) The Executive Council shall approve member and non-member registration fees for the Annual Scientific Sessions and Business Meeting.



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Section 2. Quorum

A quorum at the Annual Business Meeting shall consist of those members present.

Section 3. Invited Guests

- a) Any member may invite any colleague to be a non-voting guest at the Annual Business Meeting of the Association. Guests may be present at all portions of the meeting except any closed sessions.
- b) At a member's request, the President or his or her delegate may grant privileges of the floor to a guest.

ARTICLE VIII Indemnification

The Association shall indemnify each of its Executive Council Members against expenses actually and necessarily incurred by the Member in connection with the defense or settlement of any action, suit, or proceeding in which the Member is made a party, by reason of being or having been an Executive Council Member except in relation to matters as to which any such Member shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty and to such matters as such shall be settled by agreement predicated on the existence of such liability. Such right to indemnification shall not be deemed exclusive of any right, or rights, to which the Member may be entitled under any bylaw, agreement, or otherwise.

ARTICLE IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and are consistent with these Bylaws and/or any special rules of order the Association may adopt.

ARTICLE X Amendments

- a) The Bylaws or any portion thereof may be amended or revised by a two-thirds vote of the members voting.
- b) Proposed amendments may originate in the Executive Council, the Bylaws Committee, or by written petition of at least five voting members in good standing in accord with the procedures adopted by the Executive Council.
- c) Voting shall be by ballot, which shall be submitted to the voting membership.
- d) Technical corrections to the Bylaws may be made by unanimous vote of the Executive Council. Technical corrections include grammar, punctuation, and consistent language.



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ARTICLE XI Dissolution

Disposal of Assets: All property, real or personal, of this Association is irrevocably dedicated to the promotion of cancer education and other educational and professional purposes and upon dissolution or abandonment will not inure to the benefits of any private person but shall instead be distributed to other organizations with similar purposes to take charge, manage and dispose of such assets in such a manner as will insure the continuance of the objectives and purposes of the Association.