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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: Objective

The purpose of the Association is to foster cancer education by individuals, of any country, responsible for, or whose duties include, schools, institutions or organizations within which formally organized cancer teaching, training and care programs are conducted. The Association also fosters research in cancer education, evaluation of the educational process and communication and dissemination of the results. The goals are more effective care of the patient with cancer and lowering the death rate and suffering from cancer.

Article III: Membership

Section 1. Classes of Membership

The Association shall have these classes of individual memberships: Active including Charter; Honorary; Senior; and Fellows. The Association shall also have Student Associate and Institutional memberships.

Section 2. Qualifications of Members

- a. Active members shall be persons actively engaged in cancer training and education. Charter Members are persons who were Active Members of the group of Cancer Coordinators and those who became Active Members at the time of the founding of AACE (1967).
- b. Honorary Members shall be persons who have made outstanding contributions to the study or teaching of cancer.
- c. Senior Members shall be any members who have reached the age of 65 years and who have applied to the Secretary for transfer to Senior Membership.
- d. Fellows are the past Presidents of the Association and past Chairs for the group of Cancer Coordinators. Fellows who have reached the age of 65 years shall automatically be granted Senior Member status if they fail to pay dues to maintain Active Member status.
- e. Institutional members shall be organizations actively engaged in cancer education and training.
- f. Student Associate members shall be persons actively enrolled in accredited training programs that prepare individuals for cancer-related careers.



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Section 3. Privileges of Individual Members

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

Section 4. Privileges of Institutional Members

- a. Institutional members shall be eligible to identify a maximum of three individuals as their representatives.
- b. These individual representatives of the Institutional members shall be eligible to register for the annual meeting at the rate available to active individual members.
- c. The individual representatives of the Institutional members shall be eligible to attend meetings of the Association, but shall not vote or hold office.
- d. The individual representatives of the Institution members shall be eligible to subscribe to the Journal of the Association at the rate available to active individual members if the Institution maintains a library/Institutional Subscription to the Journal.

Section 5. Admission of Members

Application and Election to Membership shall follow the procedural and operational guidelines as approved by the Association's Executive Committee. There shall be no limitation of the total membership.

Section 6. Dues

- a. There shall be an annual dues assessment at the discretion of the Executive Council, such assessment being due on January 1, the beginning of the calendar year. Dues not received by April 15 will be considered delinquent.
- b. New Active and Institutional Members must qualify within six months after election by payment of the annual dues. New members elected on or after July 1 will not be required to pay dues for that current year.
- c. Failure to pay dues by the April 15 deadline shall result in termination of membership provided a member has been notified three months in advance of such termination. Reinstatement to membership will require payment of dues.
- d. Honorary Members and Senior 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 Secretary.



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- b. The Executive Council shall terminate membership in the Association for the aforementioned 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 a President, a President-elect, a Vice-President, a Secretary, and a 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. The President shall preside over all meetings of the Executive Council and the membership, and oversee adherence to the bylaws and procedures of the Association.
- c. The President-elect shall serve as chair of the Program Committee and shall assume the responsibilities of the President if/when the individual in that office is unable to fulfill the responsibilities.
- d. The Vice-President shall serve as the vice chair of the Program Committee.
- e. The Secretary shall be responsible for the minutes of the Annual Meeting, as well as those of the Executive Council. The minutes of the Annual Meeting and other official communications which shall be distributed to the membership shall be approved by the President prior to distribution.
- f. The Treasurer shall be bonded and shall be responsible for all financial records of income and disbursement of the Association.

Section 3. Election

The officers shall be elected by majority vote at the Annual Meeting from candidates nominated by the Nominating Committee from among the Active Individual Members. Additional nominees may be presented from the floor at the time of election.

Section 4. Terms of Office

All elected officers shall hold office for a term of one year. The Treasurer and the Secretary may be re-elected annually up to a maximum of five (5) consecutive one-year terms. The President shall serve for only one year, and the President-elect, after a term of one year, shall succeed to the Presidency. 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 normal term.
- b. In the event the office of President-elect becomes vacant, a President and President-elect shall then be elected at the next Annual Meeting.



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- c. The Chair of the Advisory Committee shall serve as temporary Chair of the Executive Council in the absence of a President and President-elect.
- d. The Executive Council shall fill, by appointment, any vacancy in office not provided for in these Bylaws for the unexpired term.

ARTICLE V Meetings of Members

Section 1. Annual Meeting

The Association shall meet annually in a combined business and scientific session. Time and place shall be decided by the Executive Council.

Section 2. Quorum

A quorum at the annual business meeting shall consist of those members present.

Section 3. Invited Guests

Any member may invite any colleague to a meeting of the Association. Non-members who are co-authors of papers to be presented at the meeting shall automatically be guests. At the member's request to the President, the guest may receive the privileges of the floor. The guests may be present at all portions of the meeting except the closed sessions. Designated non-member registration fees shall be required.

ARTICLE VI Executive Council

Section 1. Composition

- a. The Executive Council shall consist of 13 members, including the five officers of the association, six appointed Members-at-Large, the president of the European Association for Cancer Education (EACE), and the Chair of the Advisory Committee (i.e., the immediate past-President serving in an advisory capacity for continuity purpose).
- b. The Members-at-Large shall be appointed by the President who shall provide for a wide geographic distribution with representation from multiple disciplines. Each appointed member shall serve for three years, and terms shall be staggered so that two new members shall be appointed each year. There shall be no restriction on the number of terms an individual may serve.
- c. The President of the Association shall be the Chair of the Executive Council.
- d. The President of the EACE shall participate as a full voting member. If the EACE President cannot attend the AACE Council Meeting, he or she may designate another EACE officer to attend and to exercise voting privileges.

Section 2. Powers

The powers of the Executive Council shall be:

- a. To conduct, manage, and control the affairs and business of the Association in close collaboration with the Advisory Committee.



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- b. To make rules and regulations not inconsistent with the law, the Articles of Incorporation, or the Bylaws of the Association.

Section 3. Meetings

- a. Regular Meetings. The Executive Council shall meet at the time of the Annual Meeting and at least once a year in addition. The President shall invite to these meetings any committee chair, members, or guests who he or she deems advisable.
- 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.

Section 4. Quorum

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

Section 5. Vacancies

In the event a vacancy occurs among the Members-at-Large, the President shall appoint a replacement.

ARTICLE VII Committees, Section, and Liaison with other Organizations

Section 1. Standing Committees

- a. Names. There shall be Advisory, Archives, Bylaws, Editorial, Finance, Local Arrangement, Membership, and Program Committees.
- b. Composition and Appointment of Committees. Each committee shall consist of a Chair and other members as discussed below appointed by the President.
 - (1) The Advisory Committee shall consist of the last five past Presidents, with the most recent past-President serving as the Chair during his or her first year on the Committee. The Advisory Committee shall serve as (a) the Nominating Committee, and the (b) the Resolutions Committee.
 - (2) The Archives Committee shall be chaired by the Historian of the Association who shall be appointed by the President for a term of five years, renewable once. At least two additional members will be appointed by the President and may serve two full five-year terms.
 - (3) The Bylaws Committee shall consist of a Chair and two additional members appointed by the President. They shall serve for terms of three years. These terms may be renewable for an additional three years.
 - (4) The Editorial Committee shall consist of a Chair and two additional members appointed by the President. They shall be appointed for a three-year term. The Chair and members may be appointed for one additional term of three years.



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- (5) The Finance Committee shall consist of a Chair and two additional members appointed by the President. They shall be appointed for a term of three years. The Chair and members may be appointed for one additional term of three years.
 - (6) The Local Arrangements Committee shall consist of a Chair and an appropriate number of members and shall be appointed by the President for one year only.
 - (7) The Membership Committee shall consist of a Chair, with a three-year term, and six other members with staggered terms, with two members being appointed each year, for a term of three years. The Chair shall not be an officer. The composition of this committee should reflect the various disciplines in the organization and broad geographic distribution. The Secretary shall serve as an ex-officio member of this committee. The Chair and members may be appointed for one additional term of three years.
 - (8) The Program Committee shall have as its Chair the President-elect, and shall include *the Vice President as Vice Program Chair*, (who will ordinarily assume the position of Program Chair in the next year), Chair of the Local Arrangements Committee for the Annual Meeting, the Chair of the Local Arrangements Committee for the subsequent Annual Meeting, and the most senior member of the Advisory Committee.
- c. Additional members may be appointed by the President to all committees except the Advisory Committee (Nominating Committee and Resolutions 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.
- d. Duties. Each standing committee shall make a report to the Council at the Interim and Annual Meeting.
- (1) The Advisory Committee shall be advisory in scope and shall provide for continuity of leadership. Members shall attend meetings of the Executive Council by invitation in nonvoting status. The Advisory Committee shall be the Nominating Committee and, at the Annual Meeting, shall present a list of nominees for office. The Nominating Committee shall select the recipient(s) of the Margaret Hay Edwards Medal. The Advisory Committee shall serve as the Resolutions Committee to initiate and/or review and revise proposals for the AACE to adopt or endorse position papers, or policy statements reflecting the Association's official stance on issues relevant to AACE goals. Recommendations from the Resolutions Committee shall be made to the AACE Executive Council, which must approve by a majority vote, and circulate to the membership all official AACE policy and position statements.
 - (2) The Archives Committee shall be responsible for the acquisition, preservation, and classification of all material of historical interest to the Association.
 - (3) The Bylaws Committee shall (a) receive or initiate proposed changes in the Bylaws from members, or from the Executive Council; (b) forward a prepared text of such changes to the Executive Council for its approval at least two months before the Annual meeting; and (c) present them to the membership at the Annual Meeting with the recommendations of the Executive Council. This committee shall also interpret the existing Bylaws. The Chair of the



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Bylaws Committee will serve as the parliamentarian at the Annual Meeting and the meetings of the Executive Council.

- (4) The Editorial Committee is responsible for oversight of all official publications of the Association, including the Journal of Cancer Education.
- (5) The Finance Committee shall assist the Treasurer in preparing the annual budget and shall supervise the annual audit of the Treasurer's accounts and report thereon at the Annual Meeting.
- (6) The Local Arrangements Committee shall arrange with hotels for room reservations, meeting places, registration of members and guests, provision for visual aid equipment, arrangements for social functions of the Association, publicity, and any other arrangements necessary for the Annual Meeting.
- (7) 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 Council at the Interim and Annual meetings.
- (8) The Program Committee shall plan and arrange the scientific program for the Annual Meeting of the Association.

Section 2. Temporary or Ad Hoc Committees

Temporary or Ad Hoc Committees shall be appointed by the President as deemed necessary by the President and Executive Council. These committees must be reappointed annually. If not reappointed by the President, their duties will terminate at the time of the end of the Annual Meeting following their appointment.

Section 3. Sections

- a. There shall be sub-specialty/interest Sections of the Association reflective of the current interests and activities of the members. A new section can be proposed to the Executive Council by petition of five members who will be active in the new section. The new section will be instituted at the time of the Annual Meeting on approval by the members.
- b. Composition and Appointment of Sections. Each Section shall be headed by a Chair appointed by the President for a two-year term, extendable by no more than one additional year, except under unusual circumstances as determined by the President. All members may join any Section of their choosing by contacting the Chair. All Sections meetings shall be open to any interested members.
- c. Duties. Sections shall be responsible for organizing and coordinating activities related to the specialty/interest of the section members.

Section 4. Liaisons

- a. The AACE acknowledges and supports the educational interests of other cancer-related organizations.
- b. The president may appoint AACE members as liaisons to educational and cancer-related organizations.



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- c. Liaisons shall provide a written report on their liaison activities to the Executive Council at the Interim and Annual Meetings.

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 in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE X Amendment of Bylaws

- a. The Bylaws or any portion thereof may be amended or revised by a two-thirds vote at the Annual Meeting, provided that proposed amendments shall have been submitted to the Bylaws Committee at least three months prior to the annual Meeting and shall have been circulated to members of the Executive Council at least two months prior to the Annual Meeting.
- b. Proposed amendments and revisions may originate in the Executive Council, the Bylaws Committee, or the Active Membership. Proposed amendments originating other than in the Executive Council or Bylaws Committee shall have the signatures of at least five voting members in good standing.
- c. All proposed amendments and revisions received by the Bylaws Committee must be presented for discussion and action to the members at the Annual Meeting with a recommendation from the Executive Council.

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 be insure the continuance of the objectives and purposes of the Association.