



Bylaws

Accepted unanimously October 17, 2009 at the Annual Business Meeting in Houston, TX,

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

Mission: The mission of the Association is to promote accurate, effective, and focused cancer education by those responsible for the education of health professionals, patients, families, caregivers, survivors and the public. The Association serves as a forum for the advocacy, scientific investigation, development, evaluation, reporting and dissemination of information relevant to this mission.

Vision: Elimination of the burden of suffering from cancer in the world through education.

Core Values: Accuracy of message, effective interchange of knowledge, rigorous evaluation methods, cultural sensitivity, respect for audience, professional development, and mentorship.

Context: Interdisciplinary.

Approach: Development, validation and dissemination of innovative educational methodologies.

Goal: Develop a community of cancer educators.

Article III: Membership

Section 1. Categories of Membership

- a) The Association shall have six categories of individual memberships: Active, Senior, Honorary, Charter, Fellows, and Student 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 made outstanding contributions to the study or teaching of cancer.
- d) Charter Members shall be Active, Honorary or Senior Members who were Active Members of the group of Cancer Coordinators and those who became Active Members at the time of the founding of the Association (1967).



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- e) Fellows shall be the Past Presidents of the Association and past Chairs of 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.
- f) Student Associate Members shall be persons actively enrolled in accredited training programs that prepare individuals for cancer-related careers.
- g) 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 office within the Association.
- c) Honorary Members shall be eligible to attend meetings, but not vote or hold office within the Association.
- d) Charter Members shall maintain the same privileges and responsibilities as the other members of their class of membership, i.e., Active, Senior or Honorary Members.
- e) Fellows shall maintain the same privileges and responsibilities as the other members of their class of membership, i.e., Active, Senior or Honorary.
- f) Student Associate Members shall be eligible to attend meetings, but not vote or hold 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 Student Associate membership in the Association.
- b) Any institution may apply for Institutional Membership in the Association.
- c) Honorary members shall be nominated by Executive Council and approved by the membership at the Annual Meeting.
- d) Application and election to membership 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 that will be set by the Executive Council at the Interim meeting for the following membership calendar year.
- b) Membership dues are payable by January 1 of the membership calendar year. Dues not received by April 15 shall be considered delinquent.
- c) New members accepted on or after July 1 shall not be required to pay dues for that current year. They shall receive all appropriate member privileges from the date their membership is approved.



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- d) 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 shall require payment of dues.
- e) 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 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) All Officers shall meet quarterly whether by phone or in-person to discuss the current situations within the Association.
- 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/when 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/when 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 which shall be distributed to the membership shall be approved by the President prior to distribution. 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 bonded and 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.



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Section 3. Election

The Nominating Committee shall propose candidates for each open Officer position before the Interim Meeting of the Executive Council. The membership shall be invited to submit additional nominees for each open Officer position prior to the Annual Meeting. A final call for additional nominees from the floor shall be made prior to the election at the Annual 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.
- 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 normal term as President.
- 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 normal 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), and the Immediate Past-President of the Association.
- 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.
- c) The President of the Association shall be the Chair of the Executive Council.
- d) In the absence of a President and President-Elect, the immediate Past-President shall serve as Chair of the Executive Council.



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- e) If the President of the EACE cannot attend an Executive Council Meeting, he or she may designate another Officer of the EACE to attend the meeting and exercise voting privileges on his or her behalf.

Section 2. Duties

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.
- b) To make rules and regulations not inconsistent with the law, the Articles of Incorporation, or the Bylaws of the Association.
- c) 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 once a year in addition. The President may invite any committee chair, members, or guests who he or she deems advisable to attend these meetings, but not vote.
- 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) As the Parliamentarian, the Chair of the Bylaws Committee or a delegate must be present at all Executive Council meetings.
- d) Other members may attend meetings of the Executive Council by invitation from the President, but not vote.

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 for the duration of the term of the vacancy.

ARTICLE VI Committees and Liaison with other Organizations

Section 1. Standing Committees

The Standing Committees of the Association shall be:

- a) The Advisory Committee shall consist of the last five Past Presidents. The most recent Past President shall serve as the Chair of the Advisory Committee.
- b) The Bylaws Committee shall consist of a Chair, who is not an Officer, and two additional members.
- c) 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.
- d) The Membership Committee shall consist of a Chair, who is not an Officer, and six other members.



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- e) 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.
- f) The Electronic Media Committee shall consist of a Chair, who is not an Officer, and two additional members.
- g) The Marketing Committee shall consist of a Chair, who is not an Officer, and two additional members.
- h) The Development Committee shall consist of a Chair, who is not an Officer, and two additional members.

Section 2. Appointments

- a) All committee Chairs and members 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 (except the Advisory and Annual Meeting Committees, as above).
- b) 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.
- c) 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 3. Duties

- a) 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, shall present a list of nominees for Office. The Nominating Committee shall select the annual recipient(s) of the Margaret Hay Edwards Award. The Advisory Committee shall serve as the Resolutions Committee to initiate and/or review and revise proposals for the Association to adopt or endorse position papers, or policy statements reflecting the Association's official stance on issues relevant to the Association's goals. Recommendations from the Advisory Committee shall be reviewed by the Executive Council and shall be approved by a majority vote.
- b) The Bylaws Committee shall (a) initiate or receive proposed changes in the Bylaws from members, or from the Executive Council; (b) forward a prepared text of the proposed changes to the Executive Council at least two months before the Annual meeting for its approval; and (c) present the final version of the proposed changes to the membership at the Annual Meeting. This committee shall also interpret the existing Bylaws. The Chair of the Bylaws Committee shall serve as the parliamentarian at the Annual Meeting and the meetings of the Executive Council.
- c) The Editorial Committee is responsible for oversight of all official publications of the Association, including the Journal of Cancer Education.



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- d) 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.
- e) 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.
- f) The Electronic Media Committee shall manage the Association's website and any other electronic information services for the Association.
- g) The Marketing Committee shall manage all communications and marketing for the Association.
- h) The Development Committee shall manage all development, fundraising, liaison and Special Interest Group activities for the Association.

Section 4. Temporary or Ad Hoc Committees

Temporary or 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 5. Reporting

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

ARTICLE VII 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.

The Executive Council shall establish member and non-member registration fees for the Annual Scientific Session at least one year in advance of the meeting.

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 the closed sessions.
- b) At a member's request to the President or his / her delegate, a guest may receive the privileges of the floor.



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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.
- b) Proposed amendments may originate in the Executive Council, the Bylaws Committee, or the Active Membership. Proposed amendments originating from members other than in the Executive Council or Bylaws Committee shall have the signatures of at least five voting members in good standing provided that proposed changes were submitted to the Bylaws Committee at least three months prior to the Annual Meeting; the proposed amendments were circulated to members of the Executive Council at least two months prior to the Annual Meeting, and the final version of the proposed changes were approved by the Executive Council prior to the Annual Meeting.
- c) All proposed amendments must be presented for discussion and action to the members at the Annual Meeting by the Bylaws Committee.

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.