

INTERNATIONAL ASSOCIATION OF CANCER REGISTRIES (IACR) CONSTITUTION

HISTORY AND AIMS OF THE ASSOCIATION

The International Association of Cancer Registries (IACR) was founded in 1966, as a professional society dedicated to fostering the aims and activities of cancer registries worldwide. The purpose of the Association is to support population-based registries (PBCRs), which collect information on the occurrence and outcome of cancer in a geographically defined population (usually the inhabitants of a city, region or country).

PBCRs play an essential role in the planning and monitoring of cancer control strategies, providing knowledge of the existing patterns and the ability to estimate projections of the future cancer burden in a population. Registries also comprise an important element of research into the cause of cancer through different types of epidemiological study.

To ensure that cases are properly recorded, and that the statistical data gathered are complete and can be used to make valid comparisons, cancer registries must conform to accepted working practices and standards. The Association was created to foster the exchange of information between cancer registries internationally, to improve the quality of data and comparability between registries.

ARTICLE I. SCOPE AND PURPOSE

The IACR is a non-governmental organization in official relations with the World Health Organization that promotes the development and application of standardized methods for PBCRs, and supports the analysis and publication of their data.

IACR collaborates with cancer registries, networks and organizations to improve the collection of quality data, set standards, offer guidance, provide training, disseminate cancer surveillance information, and foster research to inform cancer control policy.

The Association assesses, aggregates, and publishes data from PBCRs worldwide, and provides technical assistance in the use and interpretation of data.

ARTICLE II. MEMBERSHIP

Section 1. Membership

The Association is comprised of two membership categories: Members and Associate Members. Voting rights are given to Members only.

Members

Members of the Association are entitled to a vote, primarily to determine changes to the constitution and the election of the Board. Voting rights will be subject to the timely payment of annual dues.

Members of the Association include:

- Cancer registries that are or have the potential of becoming PBCRs; and
- Networks and Associations of PBCRs.

Networks considered as members will include those associations or networks with a constituency of regional and/or national PBCRs, those established for PBCRs, and entities that function as PBCRs. Each Network shall be entitled to one vote. No action taken by the Association shall be construed as committing any Network or Association to a prescribed course of action. Each Network may designate one or more representatives from such organization to participate in the Association's affairs on behalf of such organization.

For a given cancer registry, only one representative shall be entitled to cast a vote.

Associate Members

Associate Members of the Association will not be entitled to a vote. Associate Members include:

- Individuals;
- Organizations.

'Individuals' are defined as those who are not currently working in a Member organization and have demonstrated professional commitments in cancer registration or those designated by the Association as Honorary Members.

'Organizations' considered will be those that promote the goals and mission of IACR such as public health organizations, cancer societies, foundations, associations representing cancer registrars, education/training agencies, entities involved in patient care, corporate entities, cancer patient groups, publishers and vendors.

Timely payment of dues is required to maintain membership.

Section 2. Application for Membership

Application for membership shall be submitted in a manner prescribed by the Board of Directors and documented in the Standing Rules.

Section 3. Resignation

Any member may resign by submitting a resignation in writing to the President.

ARTICLE III. Officers and Board of Directors

Section 1. Officers

- A. The officers of the Association make up the Executive Board and include the:
- President
 - President-Elect or Immediate Past-President
 - Executive Secretary (Ex-Officio)(appointed by the Director, International Agency for Research on Cancer (IARC))
 - Treasurer (Ex-Officio)(nominated by the IACR Executive Board and approved by the Board of Directors).

Section 2. Board of Directors

- B. The Board of Directors shall be comprised of the Executive Board, Network Representatives (non-voting), and elected Regional Representatives from:
- Africa
 - Asia
 - Europe
 - North America
 - South America, Central America and the Caribbean
 - Oceania
- C. The number of Representatives from each Region shall be determined by the Board of Directors and documented in the Standing Rules.
- D. The number and nomination of Network Representatives shall be determined by the Board of Directors and documented in the Standing Rules.

Section 3. Executive Board

The Executive Board is a smaller governing body of the Association charged with the stewardship of the current affairs of the association. It is composed of the President, the President Elect /Past President, the Executive Secretary and the Treasurer.

Section 4. Terms of Office

- A. President-Elect, President, Past President
The President-Elect shall assume office at the conclusion of the Annual Conference following his/her election. The term of office for President-Elect is one year; President two years; and Past President one year, for a total of four years.
- B. Executive Secretary
The Executive Secretary is appointed by the IARC Director and serves until a replacement is named.
- C. Treasurer
The Treasurer is nominated by the Executive Board and approved by the Board of Directors, serving until a replacement is named.
- D. Regional Representatives

The term of office for the Regional Representatives is four years and they shall be elected within regions on a rotating basis. Individuals serving as Regional Representative may be considered for an additional term as defined in the Standing Rules. The Regional Representatives shall assume office at the conclusion of the Annual Conference following their election.

E. Network Representatives

The term of office for Network Representatives is four years.

Section 5. Vacancies

- A. All vacancies, except the President and President Elect may be filled for the unexpired term by recommendation of the President with approval of the Board of Directors.
- B. A vacancy in the office of the President shall be filled for the remainder of the term by a vote of the Board of Directors.
- C. A vacancy in the office of President-Elect shall be filled by a special election of the voting members.

ARTICLE IV. Elections and Nominations

Elections are set among all voting members for the seat of the President-Elect; and among those in the applicable region for the Regional Representatives of the Association's Board.

Section 1. Election

- A. Elections shall be by ballot. The Nominations Committee shall be responsible for the preparation of the ballot. The ballot will be distributed to voting members by the Executive Secretary pursuant to the rules established by the Nominations Committee, including reasonable deadlines for the return of ballots.
- B. Election shall be decided by plurality vote of the votes cast. In case of a tie for any IACR Board position, a runoff election will be held. If there is a tie in the runoff election, the election will be determined by the Board of Directors.

Section 2. Nomination

- A. Subject to the approval of the Board of Directors, the Nominations Committee shall develop rules for the conduct of the nomination and election of Officers and the Regional Representatives. The Nominations Committee will be appointed by a vote of the Board of Directors and shall include at least three representatives from voting members who are not serving on the Board of Directors. The members of the Nomination committee shall come from the Regions which will be electing new Regional Representatives.
- B. The Nominations Committee will identify candidates for the position of President-Elect and candidates for Regional Representatives.

Section 3. Eligibility

A. President Elect

The President-Elect must have at least five years of professional experience working with a PBCR.

B. Regional Representatives

The Regional Representative must have at least two years professional experience working with a PBCR in the Region they will represent. Regional Representatives are elected by Members from the region that they will represent.

C. Network Representatives

The Network Representatives must have at least two years of professional experience working with a PBCR or network of registries.

ARTICLE V. Duties of Officers

The Board of Directors will be responsible for developing and reviewing the Terms of Reference of all the Board's components.

1. President: The President shall function as the Chief Executive Officer of the Association.
2. President-Elect: The President-Elect shall succeed to the office of President at the conclusion of his/her term of office, at the close of the Annual Conference.
3. Treasurer: The Treasurer shall serve as the official officer of the Association for budgetary/financial activities working with the Executive Secretary. The Treasurer shall be responsible for overseeing the receipt and disbursement of all funds.
4. Past President: The Past President shall assist in the business of the Association and ensure knowledge transfer to the President.
5. Regional Representatives: The Regional Representative shall serve as primary liaison officers with cancer registries within their region, facilitate the exchange of information and the organization of projects.
6. Network Representatives: The Network Representative shall serve as a liaison to identify opportunities for the Association, assist in resource mobilization, discuss mutual priorities, and promote the goals of the Association.
7. Executive Secretary (Ex-Officio): IARC provides the Association with a Secretariat. IARC provides, in agreement with the Executive Board of the Association, a professional staff member to act as Executive Secretary.

ARTICLE VI. Meetings of the Membership

Section 1. Meetings

1. The Annual Business Meeting of the members of the Association shall be held in conjunction with the Annual Conference. The time and place of the meeting shall be determined by the Board of Directors.
2. Special meetings may be called by the Board of Directors if necessary.

Section 2. Notification

The Executive Board will issue an official call for agenda items 60 days prior to the annual business meeting. Members may submit items in response to this call. An official notice of meeting will be sent to the membership at least 30 days prior to the scheduled meeting, and will include the agenda and a description of each matter requiring special consideration or action.

Section 3. Quorum

A quorum for any meeting of members shall be a majority of the members registered at the Annual Conference. In the absence of a quorum, no action can be taken by the members at a called meeting.

Section 4. Action

1. Actions by the members regarding constitutional and election-related issues shall require the affirmative vote of a majority of voting members entitled to vote via ballot.
2. No action can be taken by the members at a special meeting except as to matters described in the notice of the special meeting.
3. When voting on general matters or as a member of a committee, members must recuse themselves from discussing and voting if the voting issue places them in a conflict of interest.

ARTICLE VII. Committees

Section 1. Committees

The Association will maintain a Nomination Committee. As deemed necessary, additional Committees may be created by the Executive Board or Board of Directors to carry on the affairs of the Association. The composition, size, and duties of the committees shall be set forth in the Standing Rules.

Section 2. Eligibility

Any member representative in good standing for one full year prior to appointment shall be eligible to be appointed as Chairperson of a Committee.

Section 3. Vacancies

Vacancies in committee chairs and presidential appointments shall be filled by appointment by the President. All other vacancies, on a committee shall be filled by the Committee Chairperson. Any member in good standing may serve on a Committee.

ARTICLE VIII. Executive Office

Section 1. Organizational Records

The organizational records and proceedings of the Association will be located at the Executive Office.

Section 2. Office Location

The Executive Office will be designated by the Board of Directors.

ARTICLE IX. Financial Administration

Section 1. Fiscal Agent

The Executive Board will designate the fiscal agent.

Section 2. Fiscal Year

The fiscal year of the Association shall be determined and established by the Board of Directors.

Section 3. Annual Dues

1. Annual dues shall be paid in the amounts determined and established by the Board of Directors.
2. Dues shall be payable by December 31st of each year.

Section 4. Audit

The financial records of the Association shall be audited on a regular basis in the manner determined and established by the Board of Directors.

ARTICLE X. Parliamentary Authority

The Executive Board will be the first course of action in an internal dispute. If unresolved, then the rules contained in the most current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are consistent with these Bylaws, special rules of order, and any Standing Rules the Association may adopt.

ARTICLE XI. Amendment to the Constitution

Section 1. Proposed Amendments

Amendment to this Constitution may be proposed by the Board of Directors. Any voting member may propose amendments provided such amendments are accompanied by written endorsement from at least ten (10) total additional voting members who shall represent each of the Association's regions.

Section 2. Amendment Submissions

Proposed amendments to this Constitution shall be submitted for discussion in the prescribed form to the Executive Board at least ninety (90) days prior to the Annual Business Meeting.

Section 3. Voting on Amendments

Voting on Amendments to the Constitution will occur by ballot. A two-thirds (2/3) of the Members voting shall be required to adopt any amendment. Unless stated otherwise, the amendments shall become effective upon adoption.

Section 4. Notification of Amendments to the Membership

A copy of the proposed amendments shall be sent to Members at least thirty (30) days prior to the vote.

ARTICLE XII. Dissolution of the Association

Voluntary dissolution of the Association may be effective only by consent evidenced by written and signed ballots of three-fourths (3/4) of all Members (voting). Notice of the intent to dissolve the Association must be mailed to each 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.

RATIONALE NOTES

ARTICLE I. SCOPE AND PURPOSE

Rationale: To expand the scope and purpose to include multiple activities that are important to the association, and make it current with the new not-for-profit status. We wanted to keep the population-based reference among the principle aims of the association.

ARTICLE II. MEMBERSHIP

Section 1. Membership

Rationale For Cancer Registries: The voting membership category changes were made to provide the opportunity for membership to all existing PBCRs and those that are in the process of becoming one to benefit from joining the IACR. This is the most inclusive policy to allow low- and middle-income countries (LMICs) to participate in the benefits of membership, and it reduces the economic and technical burden on the IACR Executive Board to evaluate the quality of data as a condition of membership. Mechanisms to judge data quality exist through CI5 and other means and should not be a condition of membership. Voting rights should be linked to paying dues; dues may be waived for voting members from LMICs, to be reviewed annually on a case by case basis.

Rationale For Networks: There is a general trend to form a Network of registries at a regional, national and continental level. This new category is intended to distinguish such levels from individual registries as they often play a different role in setting standards and the review of data quality. Individual registries within a Network would still be members of IACR, but the Network would be strongly encouraged to join in order to have increased involvement (negotiations of regional actions, overarching policies, standards, etc.). The purpose is to benefit from a regional organization that has worked with registries to define standards and policies/practices that are local to that area. Offering higher-level expertise, Network representatives should participate in technical working groups and provide recommendations. This will be an area to evolve further with discussion with the regional representatives and the Networks in the respective regions so as to define their role and how we can interact better.

Rationale For Associate Members: Changes were made to this category to be more inclusive of all corporate entities and institutions that may want to participate in helping improve cancer registration worldwide. Voting privileges are not given to this category so as to avoid any conflict of interest, or perception of conflict of interest. Dues for Associate Members will be established and defined in the Standing Rules. We also moved the previous category of 'Individual – nonvoting' into this group, retaining the previous definitions used to simplify the levels of membership.

ARTICLE III. Officers and Board of Directors

Section 3. Executive Board

Rationale: Continuity of Leadership

- *A 4-year service term is recommended, including 1 year as President-Elect, 2 years as President, and 1 year as Past President. A Past President and a President-Elect do not serve at the same time (one or other at any given time).*
- *The role of General Secretary was replaced by the new role of President Elect/Past President for improved knowledge transfer and continuity.*
- *The Treasurer was added to ensure that the Association's finances are closely monitored and factored into decisions.*

Composition

- *The name change to “Executive Board” for the smaller group is suggested for clarity. The larger governing group, called the Board includes the Executive Board members, the Regional Representatives and the Network Representative(s).*

Section 5. Vacancies

B. Rationale: Since the office of the President is a key position, and the Association cannot be without a President for an extended period of time which would be necessary for a membership vote, the full Board of Directors should vote for a replacement President.

C. Rationale: Since the office of President-Elect is a key position, and will have influence over the association for 4 years, the membership should vote for this position.

ARTICLE IV. Elections and Nominations

Section 1. Election

Rationale: Rules for ties must be established.

ARTICLE VI. Meetings of the Membership

Section 4. Action

Rationale: Since our business meetings are held in different regions every year, this may limit the participation of all members; therefore, we prefer to have important decisions made by all voting members.

ARTICLE X. Parliamentary Authority

Rationale: Previously no rules were defined for resolving conflicts. The publication “Robert’s Rules of Order” are a common reference for such matters.