



## **INTERNATIONAL ASSOCIATION OF CANCER REGISTRIES (IACR) STANDING RULES**

### **I. Scope and Purpose**

- A. The Standing Rules are written to provide further clarification and to operationalize aspects of the Association's Constitution.
- B. Unless otherwise specified, the IACR Board of Directors shall establish and amend the Standing Rules as necessary to conduct the operations of the IACR on behalf of its full membership.
- C. The Board of Directors shall notify the membership of any changes to the Standing Rules. This shall be done in the same calendar year and, as a minimum, through written correspondence using the IACR email listings and by posting to the IACR website.
- D. Any Standing Rule adopted by the Board of Directors may be rescinded by a two-thirds (2/3) vote of the Members (voting).

### **II. Membership**

- A. Dues:
  - a. Dues must be paid by December 31<sup>st</sup> every year.
  - b. Only members who pay dues by December 31<sup>st</sup> of the previous year or receive a waiver may vote in elections.
  - c. Dues may be waived under special circumstances by vote of the Board of Directors. The Board of Directors will establish an annual application and approval process for waivers. Regional Representatives have the responsibility of reviewing respective request for fee waivers and providing initial evaluation and recommended action. The Board will be provided with the full copy of the application and comments from the Regional Representative(s).
  - d. Status of due payments shall be reported to the Board of Directors annually.
  - e. Dues will be reviewed annually by the Executive Board for the following membership categories:
    - i. Member (voting)
      - 1. Cancer registries that are or have the potential of becoming PBCRs; and
      - 2. Networks and Associations of PBCRs.
    - ii. Associate (non-voting):
      - 1. Individual
      - 2. Corporate
      - 3. Honorary Member
      - 4. Other
- B. Voting Rights: For each PBCR, the Director will cast the vote unless otherwise specified.
- C. Honorary Members may be nominated by any member in good standing and approved by the Board of Directors. Honorary Members are retired or semi-retired individuals who have made important contributions to the field of PBCRs and cancer registration.

- D. Membership Application Process: Membership applications shall be submitted to the Board of Directors and reviewed on a quarterly basis. Regional Representatives have the responsibility of reviewing respective applications, and providing initial evaluation and recommended action. The Board will be provided with the full copy of the application and comments from the Regional Representative(s). The application should be consistent with material required for the membership portal/IACR website. The Board of Directors are responsible for developing an application for Members (voting) and one for Associates (non-voting).

### III. Officers and Board of Directors

- A. Composition of Regional Representatives:
- a. Africa – 2
  - b. Asia – 3
  - c. Europe – 2
  - d. North America – 2
  - e. South, Central America and the Caribbean – 2
  - f. Oceania – 1

### IV. Elections and Nominations

- A. Rotation Table:

Elections for the Association will be conducted according to the cycle below:

YEAR	EXEC BOARD MTG	ELECTION	PRESIDENT-ELECT	PRESIDENT	PAST-PRESIDENT	REGIONAL REPS
2012-2013	Ireland 2012	2012		Roberto	Brenda	NA1, EU1, AS1, AF
2013-2014	Argentina 2013	2013		Roberto	Brenda	
2014-2015	Ottawa 2014	2014		Roberto	Brenda	NA2, EU2, AS2, LA, OC
2015-2016	Mumbai 2015	2015		Roberto	Brenda	
2016-2017	Marrakech	2016	TBN1	Roberto		NA1, EU1, AS1&3, AF1, LA2
2017-2018		2017		TBN1	Roberto	
2018-2019		2018	TBN2	TBN1		NA2, EU2, AS2, LA1, OC, AF2
2019-2020		2019		TBN2	TBN1	
2020-2021		2020	TBN3	TBN2		NA1, EU1, AS1&3, AF1, LA2
2021-2022		2021		TBN3	TBN2	
2022-2023		2022	TBN4	TBN3		NA2, EU2, AS2, LA1, OC, AF2
2023-2024		2023		TBN4	TBN3	
2024-2025		2024	TBN5	TBN4		NA1, EU1, AS1&3, AF1, LA2
2025-2026		2025		TBN5	TBN4	
		2026	TBN6	TBN5		NA2, EU2, AS2, LA1, OC, AF2
				TBN6	TBN5	

- B. Elections shall have a target completion date of six months prior to the next meeting, with a 30-day voting window (i.e., elections will be held seven months prior to the next meeting). Notice and voting results will be posted on the Association's website.
- C. Ballots will be tallied and ratified by the Executive Secretary.

- D. The ballots will be kept until the close of the next annual business meeting.
- E. The Nominating Committee will be established at the Annual Board of Directors Meeting prior to the election.

#### **V. Duties of Officers**

- A. Regional Representatives have the responsibility to review membership applications and present recommendations to the Board of Directors on a quarterly basis.
- B. Regional Representatives will play a role in regional GICR activities
- C. Regional Representatives will play a role in the review of regional data for publications.
- D. Regional Representatives are responsible for two-way communication between registries and IACR, including contributing to the IACR newsletter and sending out an IACR interim report to registries.

#### **VI. Meetings of the Membership**

- A. The Board of Directors will ensure that proceedings of the Annual Business Meeting will be made public on the website.
- B. Notes from monthly Executive Board Calls will be distributed to the Board of Directors in a timely manner.
- C. The Board of Directors will meet quarterly – once in person at the annual meeting and three times via teleconference calls. No delegates may serve as replacements for elected representatives.
- D. Regional and Network Representatives are responsible for their own travel to the annual meeting unless a special arrangement is made with the Executive Board.
- E. All Board Members are expected to participate in quarterly meetings. If three consecutive meetings are missed and other responsibilities are not fulfilled by a member of the Board of Directors, then action will be taken by the Executive Board.

#### **VII. Committees**

- A. The Association will maintain a Nomination Committee.
- B. The Strategic Areas document serves as a guideline for forming Committees.
- C. As deemed necessary, Committees may be created and dissolved by the Executive Board or Board of Directors to carry out the affairs of the Association. The composition, size, and duties of the committees shall be set forth by the Board through Terms of Reference.

#### **VIII. Executive Office**

- A. The Board of Directors shall make policies regarding the access and the retention of IACR records.
- B. The Association's headquarters will be hosted at IARC in Lyon, France, as per the MOU between the Association and IARC.

**IX. Financial Administration**

- A. Association for the Support of Epidemiology and Registration of Tumors - ASERT (legal entity registered in Italy) is the designated Fiscal Agent for the Association.
- B. The Treasurer shall report annually to the Board of Directors and the membership on the financial health of the Association and the results of the audit. Upon request, a detailed financial report for the Association will be made available.
- C. The Executive Board must approve all financial decisions.
- D. The fiscal year for the Association is 1 January to 31 December of each calendar year.

**X. Dissolution of the Association**

- A. If the Association is dissolved, the Executive Board will determine final disbursements of any remaining Association funds.

## *RATIONALE NOTES*

### *II. Membership*

*A. Dues - Rationale: The Board of Directors should re-evaluate the fee structure going forward.*

### *III. Officers and Board of Directors*

*Rationale: With a maximum of three (3), Network Representatives are nominated by the networks and approved by the Board of Directors every 4 years. The Network Representative should be selected according to their expertise, ability to support calls and data collection, and be able to speak on behalf of the network as well as commit potential resources.*

- Recommendation to introduce Network Representatives from NAACCR, ENCR and AFCRN to establish the role of Network Representatives on the Board.*
- The Association will provide an opportunity to hold an open forum for Network Representatives to discuss high-level (i.e.: data submission or confidentiality issues) topics with Association members.*
- As Networks demonstrate a regional capacity in Asia, Oceania and South/Latin America, they will be considered for inclusion in the Board.*
- The intent is to have Regional Networks be closely aligned to GICR Hub activities, as applicable.*

### *IV. Elections and Nominations*

*A. Rotation Table - Rationale: To make travel arrangements and secure funding, election results should be available six months prior to the annual meeting.*

### *VI. Meetings of the Membership*

*C. Rationale: To increase transparency and engagement.*