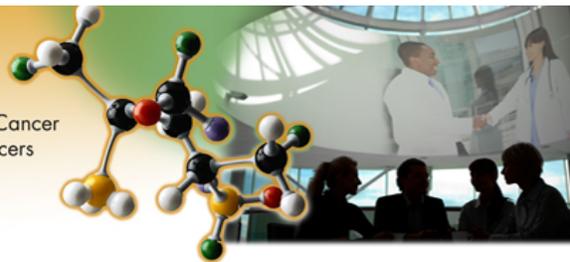




National Association of Cancer  
Center Development Officers



## **BYLAWS**

### **Article I - Mission**

The mission of the National Association of NCI-supported Cancer Center Development Officers (NACCCDO) is to relieve the burden of human cancer by addressing the needs unique to development officers in these cancer centers.

### **Article II – Membership**

NACCCDO membership is open to NCI-designated and/or NCI-funded cancer centers. Institutions applying for membership or renewal will be required to document current NCI funding.

Foundations that exist solely to support qualifying NCI-funded institutions qualify for membership. Each member institution has one vote. (See Article VI.)

### **Article III – Board of Directors and Officers**

The Board of Directors transacts business on behalf of NACCCDO.

All professional development officers at NACCCDO member institutions are eligible to serve on the Board of Directors and are elected by an affirmative vote of a majority of the membership present at the annual business meeting.

The Board of Directors consists of up to 19 individuals: 16 at-large members and three representatives of conference host institutions (the next two conference hosts and the previous year's conference host). Upon completion of the Board term, a past chair who is employed at a NACCCDO member institution is eligible to continue as a non-voting member of the Board of Directors and does not count toward the 18-person limit. The vote of a majority of Board members shall constitute the decision of the Board.

At-large members of the Board of Directors shall be elected for three-year terms, ending on the date of the annual business meeting of the appropriate year. A Board member may serve two, three-year terms. Members' terms shall be staggered so that approximately one-third of the Board shall be subject to reelection or retirement each year. A Board member may be re-elected after a one year absence from the Board.

Representatives of conference host institutions shall be appointed to the Board of Directors for a three-year term (the year prior to his/her conference, the year he/she hosts the conference, and the year following the conference). Following the final year, host representatives are eligible for election as an at-large member.

Members of the Board of Directors are expected to participate in monthly conference calls, perform their assigned duties, and attend the annual NACCDO-PAN conference and the on-site planning meeting for the upcoming conference. Members unable to participate are expected to submit a valid excuse to the NACCDO officers. If the officers determine the excuse is unreasonable, the Board member will be asked to resign.

A member of the Board of Directors may resign by submitting a letter to the Chair. The Board of Directors may fill the vacancy with an interim member until the next annual meeting, at which time the Board will recommend a new board member for approval by the full membership.

No compensation for service shall be paid to any member of the Board of Directors, except to reimburse for reasonable expenses incurred on behalf of NACCDO.

### **Officers**

While serving either three-year term, at-large board members may be elected to serve as an officer of the Board. The four officers of NACCDO shall be a Chair, Vice Chair/Chair-Elect, Secretary and Treasurer. Officers shall be nominated by the Board of Directors and elected by an affirmative vote of a majority of the membership present at the annual business meeting. Officers shall serve for one, two-year term; except for the Treasurer who may be re-elected every two years without term limitation. A Board member's at-large term limit shall not prohibit them from completing his/her two-year term as an officer.

Any vacancy in any office may be filled by the Board of Directors until the next annual business meeting, at which time the Board will recommend a new officer of the Board for approval by the full membership.

- The Chair shall preside at all meetings of the Board of Directors and of the membership.
- The Vice Chair shall perform such duties as may be determined by the Board of Directors and shall be vested with all powers of and perform all duties of the Chair in the Chair's absence or inability to act. After completing a term as Vice Chair, he/she becomes Chair.
- The Secretary shall keep the minutes of all meetings of the Board and the annual business meeting, give notices, and perform other such duties as may be determined by the Board of Directors.

- The Treasurer shall have charge of the treasury, receiving and keeping the monies of NACCDO and disbursing funds as authorized. The Treasurer shall perform other such duties as may be determined by the Board of Directors.

#### **Article IV - Meetings**

NACCDO and the Public Affairs Network (PAN) jointly host an annual conference for their memberships. These annual conferences are held at a member institution cancer center as determined by both organizations' boards.

Annual conferences, conference business meetings and any specially called meetings will be announced in advance. A written notice and agenda will be mailed or e-mailed prior to the meeting.

The vote of a majority of members present at the annual conference business meeting, or any meeting called by the officers, shall constitute the decisions of NACCDO. Members will be governed by Roberts Rules of Order.

#### **Article V - Dues**

Member institutions shall be assessed dues of \$350 each July, for the purpose of assisting with expenses of the annual meeting and regular business of the NACCDO organization.

Development staff from qualifying, member institutions are eligible for membership benefits.

#### **Article VI - Amendments**

These bylaws may be amended, enlarged, or repealed by a majority vote of members present at the annual business meeting, provided written notice of the proposed change has been given to members ten days in advance. Members may make amendments on the recommendation of the Board of Directors or in response to suggestions.

Each member institution has one vote. (See Article II.)

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For more information, please contact bylaw committee chair, Suzanne Teer at [Suzanne.Teer@ucsf.edu](mailto:Suzanne.Teer@ucsf.edu) (Member Institution: Helen Diller Family Comprehensive Cancer Center at the University of California at San Francisco).