

# BYLAWS OF THE VETERINARY CANCER SOCIETY

Revised 7/11/2011, 1/1/2012, 6/30/2012, 8/8/2014, 1/7/2016, 7/15/2017, 11/20/2018

## Chapter I. Name

The name of this organization will be the Veterinary Cancer Society.

## Chapter II. Incorporation

### Section 1

1. The Veterinary Cancer Society shall be incorporated under the laws of the State of Illinois as a non-profit educational organization.

### Section 2

2. The term of this organization shall be perpetual; however, in the event of the dissolution of the corporation, its property shall be dedicated to The American Veterinary Medical Foundation.

## Chapter III. Objectives

1. To help maintain the highest standards of diagnosis, treatment and prevention of cancer in animals.
2. To promote communication among those engaged and interested in naturally occurring and experimental neoplastic diseases of animals with emphasis on domestic animals.
3. To provide a means to collect, elucidate and disseminate relevant data concerning neoplastic diseases of animals and to make it available to veterinary students, practitioners, other interested scientific groups, and the public.
4. To advise in designing, implementing and evaluating studies of neoplastic diseases in animals.
5. To promote and support the translation of novel discovery in animals to the accelerated advancement of cancer diagnosis and treatment in people. Comparative research and promoting One Health is intended to be bidirectional with the application of advances in people to benefit animals and the application of findings in animals to benefit people.

## Chapter IV. Membership

### Section 1

The categories of membership in the Veterinary Cancer Society are:

#### 1. *Voting Member*

Open to those with a DVM, VMD, MD, Ph.D. or equivalent advanced degree. Members in good standing will have the right to vote and to hold elected office. Includes professionals, residents and interns.

##### o *New Professional Member*

A professional who is 0-2 years post-residency. A discounted membership fee will be offered with a rate to be determined by the Executive Committee.

##### o *International Member*

A non-North American professional who is a current member of his or her "home" oncology association (e.g. ABROVET, ESVONC, JVCS). A discounted membership fee will be offered with a rate to be determined by the Executive Committee.

#### 3. *Student Member*

Open to students of any accredited institute of higher education. Student members shall not be able to vote or hold elected office.

#### 4. *Honorary Member*

Open to any individual, in recognition of his or her outstanding contribution to the discipline of veterinary oncology. Honorary members will not pay dues nor be able to vote or hold elected office.

#### 5. *Oncology Technician/Nurse Member*

Open to any veterinary technician/nurse with a special interest in the field of veterinary oncology. Veterinary technician members automatically become members of the Veterinary Technician Cancer Society (VTCS) when they join VCS. Licensed technicians in good standing will have the right to vote and to hold elected office.

#### 6. *Associate Member*

A category for anyone that does not meet the criteria of any other membership category mentioned within this Chapter and section. Associate members will be NON-VOTING and will not be allowed to hold office.

#### 7. *Emeritus Member*

Any active or former VCS member with at least 25 years of membership (may be non-consecutive), and is retired from teaching, practice, consulting, or speaking. Emeritus members will be non-voting members, cannot hold office and will not pay annual membership dues. An application for emeritus status must be submitted to, and approved by, the EC.

#### Section 2

A candidate for voting, student, or technician/nurse membership will complete an official application form. Privileges of membership will be effective upon payment of dues.

#### Section 3

Honorary members may be nominated by any member and must be approved by a two-thirds majority of the voting members at the next annual meeting.

#### Section 4

Acceptance of membership in the Veterinary Cancer Society will constitute an agreement by the member to comply with the Bylaws of the Veterinary Cancer Society.

#### Section 5

Any member, after due inquiry by the Executive Committee or delegate thereof, judged guilty of misconduct in any professional respect will be liable to censure, suspension or removal from membership, to be confirmed at the next meeting of the Executive Committee. This decision must be approved by two-thirds of the voting members at the following business meeting before the above restriction becomes effective.

### **Chapter V. Dues**

#### Section 1

The Executive Committee shall evaluate the yearly dues for members of the Veterinary Cancer Society when deemed necessary. A recommended increase must be approved by a majority vote of the Executive Committee. Notification of any proposed dues increase shall be publicized in the newsletter. Honorary members shall pay no dues. Dues are payable on January 1st of each year. VCS will send a minimum of two renewal reminders via email between December and March. Membership in the Veterinary Cancer Society will be terminated if dues are not paid by April 1st.

#### Section 2

Funds raised will be used to defray the expenses of the Veterinary Cancer Society, and for other purposes as may be deemed proper by the Executive Committee.

#### Section 3

The income and property of the Veterinary Cancer Society will be used solely for the promotion of the aims and objectives set forth in the Bylaws. No portion thereof will be paid or transferred directly or indirectly by way of profit to any member of the Veterinary Cancer Society.

#### Section 4

All checks, promissory notes, drafts, bills of exchange and other negotiable or transferable instruments, and all receipts for moneys paid to the Veterinary Cancer Society will be signed, drawn, accepted, endorsed, or otherwise executed in such a manner as the Executive Committee will designate.

#### Section 5

The Executive Committee will ensure accurate and proper accounting of the association's accounts with respect to:

1. All sums of money received and expended by the Veterinary Cancer Society and other matters related to those receipts and expenditures.
2. The assets and liabilities of the organization.

The Executive Committee or any member may inspect these documents on request.

### **Chapter VI. Officers**

#### Section 1

To best represent our membership, the officers of the Veterinary Cancer Society shall be: President, President-Elect, Secretary, Treasurer and (5) five Members-at-Large. One Member-at-Large position must be filled by a second year medical

oncology Resident in good standing and one Member-at-Large position must be filled by a non-medical oncology member. An additional non-voting global representative may be invited to attend each Executive Committee meeting.

#### Section 2

At least five of the nine elected officers must be veterinarians. All officers must be voting members.

#### Section 3

The term of all officers shall be two years. Terms shall begin on January 1st after the election and end on December 31st two years later. An officer may not serve two consecutive terms.

#### Section 4

The members at large will constitute the nominating committee. At least 120 days prior to the election of officers, the committee will present nominations for offices to the voting members. Further nominations may be made by the voting membership.

#### Section 5

All voting will be done via an online balloting system. Prior to the election of officers, members will receive an email notification that elections are in progress at least 120 days prior to commencement of the new officers' terms. A simple majority of those members who vote is required for election. In the event of a tie by the vote of the general membership, all current members of the Executive Committee will vote on the leading candidates. The past-president, a non-voting member, will also vote at the same time and that vote will only be revealed in the event of a subsequent tie.

#### Section 6

Any vacancy created between elections may be filled by the majority vote of the Executive Committee as soon as possible and the new officer will hold office until the next regular election.

#### Section 7

It shall be the function of the President to preside and work with the Executive Committee in formulating policy and in the administration of the Veterinary Cancer Society. It shall be the duty of the President to preside at all general and executive meetings of the Veterinary Cancer Society and to preserve order and decorum. The President may call a meeting of any committee whenever he/she shall deem it necessary. The President will perform other duties that properly fall upon his/her office. The office of President succeeds automatically that of President-Elect. The president is an ex officio member of all committees. The President, or the President's appointee, shall serve as a liaison to the AVMF.

#### Section 8

The Immediate Past President will remain a member of the Executive Committee following his term of office for a period of two years. The Past President will be a non-voting member of the Executive Committee during this period.

#### Section 9

The President-Elect shall serve as editor of the quarterly Veterinary Cancer Society newsletter and be available to perform special assignments requiring the talents of a ranking officer and may assist the President and the Executive Committee as they require. In the absence of the President, the President-Elect may temporarily assume the duties and prerogatives of the office of the President. The President-Elect shall assume the office of President at the expiration of the President's term of office.

#### Section 10

The Secretary shall be responsible for keeping the minutes of the Executive Committee and Business meetings and shall provide a copy for distribution to all Executive Committee members.

#### Section 11

The Treasurer shall delegate the Executive Director to pay bills provided the Executive Director is bonded, and participate, along with the President and President Elect, in the review of all financial accounts and investments. The current investment portfolio advisor will be consulted periodically as requested by the EC. In order to provide financial transparency for the general membership, every 5 years a financial review by an outside source will be completed and, if recommended, a formal audit will follow.

#### Section 12

The Executive Committee may appoint an Executive Director each year or at such time as the position is vacated. The services of an Executive Director will be engaged on a contract basis and will be reviewed annually. The Executive Director will serve as manager of the Veterinary Cancer Society, responsible to the President and Executive Committee. The duties of the Executive Director include, but are not limited to, the following: Assisting or assuming the role of Treasurer as delegated by the Executive Committee, and supervising the compilation of annual financial statements, which are reviewed by a CPA and the Executive Committee.

- Preparation of the Veterinary Cancer Society newsletter.
- Administration of the Veterinary Cancer Society office.
- Management of the annual convention.
- Development of an annual budget that is approved by the Executive Committee.
- Management of the election of officials by providing ballots to the membership.

The Executive Director shall be bonded by a reputable bonding firm in an amount not less than \$10,000. The Veterinary Cancer Society shall defray the cost of the bond.

## **Chapter VII. Executive Committee**

### Section 1

The Executive Committee shall be composed of the immediate past President, President, President-Elect, Secretary, Treasurer and five (5) Members at Large. All committee chairs, the Executive Director and any other individuals deemed necessary for the conduct of business may also be invited to attend Executive Committee meetings as non-voting members.

### Section 2

A majority of the voting members of the Executive Committee will constitute a quorum. The home address of the Executive Committee and the Veterinary Cancer Society will be that of the Executive Director.

### Section 3

The members of the Executive Committee or members of the Veterinary Cancer Society delegated to committees by the Executive Committee may be reimbursed for expenses incurred only when the majority of the Executive Committee gives advanced approval.

### Section 4

It will be the duty of the Executive Committee to govern and manage the affairs for the Veterinary Cancer Society or designate an appropriate person or committee for specific purposes. The actions of the Executive Committee are subject to confirmation, rejection, or review by the voting membership.

### Section 5

The Executive Committee will be responsible for all fiscal matters of the organization and the care of any property belonging to the Veterinary Cancer Society.

## **Chapter VIII. Committees**

### Section 1

The President, with the majority approval of the Executive Committee, may appoint and regulate standing committees. Temporary committees will be appointed as required.

### Section 2

**Committee on Scientific Programs:** The committee will be responsible for the program content for scientific meetings sponsored by the Veterinary Cancer Society. It shall consist of the current conference program chair, the presiding President, and any other member of the Executive Committee or VCS membership that is requested by the program chair or President to assist.

### Section 3

**Committee on Publications:** The committee shall consist of the President Elect who will serve as the Editor of the Veterinary Cancer Society Newsletter, and the At Large Members of the Executive Committee.

### Section 4

Focus groups within VCS, such as VTCS, VCOG and other officially recognized interest groups, will provide a written or oral summary of activities for the EC meeting at a minimum of once per year .

## **Chapter IX. Meetings**

### Section 1

The Executive Committee will meet a minimum of twice per year with one of those meetings being held at the VCS Annual Conference.

### Section 2

A business meeting and scientific session of the Veterinary Cancer Society will be held annually. All members must be notified of general meetings of the Veterinary Cancer Society. Unless otherwise ordered by the Executive Committee the agenda will typically include:

- Call to order by the President
- Reading of the minutes of the last annual business meeting and of all sessions since the last annual business meeting
- Reports of the Executive Committee and the Executive Director
- Reports of the standing committees and special committees
- Report of the nominating committee when required
- Reading of resolutions of changes in the Bylaws passed by the Executive Committee
- New business
- Address of the retiring President
- Installation of officers (when required)
- Adjournment

#### **Chapter X. Amendments to the Bylaws**

Proposed amendments to the Bylaws of the Veterinary Cancer Society must be reviewed by the Executive Committee at a regularly scheduled executive committee meeting. Once approved by a majority of executive committee members, the Executive director will make the revisions available to the voting membership via the online voting system. Confirmation of a proposed change or changes to the Bylaws will require an affirmative vote of two-thirds of the voting members who cast their ballots through the online voting system and will become effective immediately following verification of the voting results by the Executive Committee.

#### **Chapter XI. Rules of Order**

With respect to all matters for which no provision is contained in the Bylaws, the H.M. Roberts' Rules of Order will govern the conduct of the Veterinary Cancer Society.