

# BYLAWS OF THE VETERINARY CANCER SOCIETY

Last Revised 1/2/2023

## 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 dissolution of the corporation, the presiding Executive Committee will determine how the organization's assets and property will be disbursed to other charitable/nonprofit organizations.

## Chapter III. Objectives

1. To provide a welcoming community for all who are unified by a shared passion for understanding, preventing and treating cancer.
2. To provide educational opportunities that will enhance the practice of veterinary oncology, and to inspire scientific and professional interactions by connecting those who have a shared interest in oncology.
3. To provide an open and unbiased forum to elucidate and disseminate relevant data concerning neoplastic diseases of animals and to make it available to all members, other interested scientific groups, and the public.
4. To promote and support the translation of novel discovery in animals to the accelerated advancement of cancer diagnosis and treatment in people. Comparative research is intended to be bi-directional 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:

#### **Professional Member:**

A person who holds a DVM, VMD, MD, PhD or equivalent advanced degree and not included in other membership categories. Members in good standing will have the right to vote and to serve in designated positions on the Executive Committee.

- **New Professional Member:** A veterinary professional who is less than two years post-residency. A discounted membership fee will be offered with a rate to be determined by the Executive Committee. New Professional members in good standing will have the right to vote and to serve in designated positions on the Executive Committee.

#### **Resident Member:**

A veterinary professional who holds a DVM, VMD, or equivalent advanced degree and currently works in an accredited specialty training program. Resident members in good standing will have the right to vote and to serve in the Resident Member-at-Large position, as well as other designated positions, on the Executive Committee.

#### **Intern Member:**

A veterinary professional who holds a DVM, VMD, or equivalent advanced degree and currently serves in an internship training program. Intern members in good standing will have the right to vote and to serve in designated positions on the Executive Committee.

#### **Student Member:**

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

**Technician/Nurse Member:**

Open to any veterinary technician/nurse with a special interest in the field of veterinary oncology. Technician members in good standing will have the right to vote and to serve in designated positions on the Executive Committee.

**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 are not eligible to vote or to hold office.

**Retired Member:**

Open to any individual who is retired from teaching, practice, consulting, or speaking. Retired members will be non-voting members, cannot hold office, and will pay a reduced membership fee as determined by the Executive Committee.

**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 Executive Committee.

**Honorary Member:**

Open to any individual in recognition of outstanding contribution to the discipline of veterinary oncology. Honorary members will not pay dues, will not vote, and will not hold elected office.

**International Member:**

A non-North American professional who is a current member of his or her "home" oncology association (e.g., ABROVET, ESVONC, JVCS, AMONCOVET). A discounted membership fee will be offered with a rate to be determined by the Executive Committee. International members will join within their proper membership category (professional/resident/intern, etc.) and will be eligible to vote and to serve in designated positions on the Executive Committee.

**Section 2**

A candidate for 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 (6) six Members-at-Large. One Member-at-Large position must be filled by a second year oncology Resident in good standing, one Member-at-Large position must be filled by a non-medical oncology member, and one Member-at-Large position must be filled by a technician member. An additional non-voting global representative may be invited to attend each Executive Committee meeting. With the exception of resident and intern members, those wishing to serve on the Executive Committee must be voting members for the two previous consecutive years.

#### Section 2

At least five of the ten 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 60 days prior to the election, VCS shall seek nominations for open positions from the members at large. Members may self-nominate during this period.

#### Section 5

All voting will be done via an online balloting system. In early August, members will receive an email notification that elections are in progress. Voting will occur for a minimum of 14 days. 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 necessary. The President will perform other duties that properly fall upon the office. The office of President succeeds automatically that of President-Elect. The president is an ex officio member of all committees. Only professional or new-professional members may serve as President-Elect of the Society.

#### Section 8

The Immediate Past President will remain a member of the Executive Committee for a period of two years. The Past President will be a non-voting member of the Executive Committee.

#### Section 9

The President-Elect shall be available to perform special assignments requiring the talents of a ranking officer and may assist the President and the Executive Committee as required. 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. Only professional or new professional members in good standing may serve as President-Elect of the Society.

## 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. Any voting member in good standing may serve as Secretary of the Society.

## 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 five (5) years a financial review by an outside source will be completed and, if recommended, a formal audit will follow. Any voting member in good standing may serve as Treasurer of the Society.

## 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 six (6) 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.

### Section 6

An EC member can be removed for conduct detrimental to the Society or for professional or financial conflict of interest. In the event that a removal is needed, the Executive Committee will conduct an inquiry into the situation. Once information has been gathered, a board meeting will be called to review the case. The EC member being reviewed for removal will have an opportunity to comment to the board on the charges against them and will be afforded due process. Once all information has been gathered, and the EC member in question has been heard, the remaining EC members will meet again for final discussion and a vote. The EC member in question will not vote. If two-thirds of the remaining voting members vote to remove the EC member in question, the removal is effective immediately and the remaining EC members will fill the vacancy via appointment for the remainder of the term.

## **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**

Strategic initiative committees, and other officially recognized groups such as OPWG, will provide a written or oral summary of activities at each Executive Committee meeting.

## **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.