

OHIO CANCER REGISTRAR'S ASSOCIATION

BYLAWS

Revisions Approved 9/21/23

For any comments or suggestions regarding the bylaws, contact the current Bylaws Committee Chair. The current board member list is available on the OCRA website: <http://www.ohio-ocra.org>

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ARTICLE I
NAME

The name of this organization shall be the Ohio Cancer Registrars Association (OCRA).

ARTICLE II PURPOSE

The purpose of this organization shall be:

- 1) To promote research and education in the Cancer Registry field.
- 2) To enhance the level of knowledge and skills of Cancer Registrars through continuing education.
- 3) To provide information to members of OCRA regarding current activities, research, and trends in the cancer field.
- 4) To promote and/or participate in seminars, workshops, and symposiums to improve quality of cancer data collection in the Cancer Registry.
- 5) To seek active liaison with professional organizations, which utilize data, derived from cancer registrars.

ARTICLE III MEMBERSHIP

Section A. Composition of Membership

The membership of OCRA shall be composed of Active, Associate, Student, Honorary, and Sustaining memberships.

- 1) **Active:** An active member shall be any person who is employed in the Cancer Registry profession and who has paid the current dues to the organization. Active members shall be entitled to all membership privileges, including the right to vote, hold office following one full year of active membership, chair and serve on standing committees.
- 2) **Associate:** An associate member shall be any person interested in the purpose of OCRA, but does not meet the qualifications for active membership. Associate members shall not be entitled to vote, hold office, chair or serve on standing committees.
- 3) **Honorary:** An honorary member shall be any person who has made a significant contribution to the Cancer Registry profession or rendered distinguished service in the profession or its related fields. The names shall be recommended by the Executive Committee. To be considered an honorary member in OCRA, he/she must be elected by unanimous vote of the active members present at the Annual Business meeting. Honorary members shall be exempt from yearly dues and OCRA Annual Meeting fees. He/She shall possess the right and privilege to serve on standing committees. Honorary members shall not be entitled to vote, hold office, or chair a standing committee.
- 4) **Student:** A student member shall be any person enrolled in a technical program or college level curriculum interested in the purpose of OCRA but does not meet the qualifications for active membership. Student members shall not be entitled to vote, hold office, chair or serve on standing committees.
- 5) **Sustaining:** Those persons, institutions, organizations, or venders interested in promoting the principles and purposes of OCRA. Sustaining members shall not be entitled to vote, hold office, chair or serve on standing committees.

No person otherwise qualified for membership in this organization shall be denied membership because of race, religion, sex, origin, or political affiliation.

Section B. Application and Dues for Membership

- 1) Letters and Applications shall be mailed via e-mail (and regular mail to those without e-mail) to members and prospective members for all categories by December 1st. An Application shall also appear on the OCRA web site. Completed Applications and dues shall be submitted to the Membership Chairman by February 28th.
- 2) A change in dues shall be recommended by the Executive Committee prior to the Annual Meeting and presented to the voting body for approval. Associate membership dues shall be equal to 80% of the Active Members dues. Dues shall be payable December 1st through February 28th, and are delinquent as of March 1st. The membership Chairman shall distribute the membership roster to the members within 45 days (or April 15) after the close of the membership drive.
- 3) (a) Exception: Person(s) newly employed in the Cancer Registry field at a facility or consulting agency and have paid their OCRA membership dues after the close of the membership drive (February 28th), but within 60 days of employment, are also eligible to receive the annual meeting discount.

(b) Exception: Person(s) newly enrolled in a technical program or college level curriculum interested in the purpose of OCRA but do not meet the qualifications for active membership and have paid their OCRA membership dues after the close of the membership drive (February 28/29), but within 60 days of school enrollment, are also eligible to receive the annual meeting discount.

(c) Exception: Members who have been elected to the status of Honorary Membership shall be automatically listed on the membership roster without re-applying to OCRA during the membership drive, until requested to be removed from the roster or death of member.

All registrants for OCRA sponsored educational meetings shall receive a discount as an OCRA member only if dues are paid by the close of the membership drive – February 28th. (Amount and feasibility of discount to be determined by the Program Chairman of the meeting.)
- 4) Membership term is valid from March 1 through February 28 of the following year.

Section C: Forfeiture and Reinstatement.

A member whose membership has been forfeited for non-payment of dues must submit a new application of membership accompanied with the current dues.

ARTICLE IV OFFICERS

Section A. Officers

The officers of this organization shall be:

- 1) President
- 2) President-Elect
- 3) Vice-President
- 4) Secretary
- 5) Treasurer
- 6) Regional Directors
- 7) Immediate Past President

Section B. Eligibility

Any active member in good standing for one year prior to nomination shall be eligible to hold office. The Membership Chairperson shall verify the eligibility of each candidate.

Section C. Term and Office.

- 1) Term: All officers will have a term of office of two years except the President-Elect and the Immediate Past President who will serve one year terms, effective September 2011. The term of office will commence at the conclusion of the Annual Business Meeting.

Section D: Vacancies.

- 1) Resignation: Any officer may resign at any time by submitting a written resignation to a member of the Board of Directors but such resignation shall not become official until acknowledged and received by the Board of Directors.
- 2) Vacancies: In case of resignation, incapacity, removal or death of any elected official, a meeting shall be held by the Board of Directors if the vacancy is of an elected official. If the vacancy is of an appointed official, the President shall reappoint.

Upon written resignation of the office of President-Elect, the Board of Directors shall meet. The President shall notify the membership and the Nominating Chairperson that a special election shall be held according to the current process.

The vice president shall fill a vacancy of the President.

Offices exclusive of President and President-elect shall be filled for the unexpired term of appointment by the OCRA President with the Board of Directors approval.

Section E. Duties of Officers

The duties of the officers shall be:

- 1) **President:** The President shall preside at all official and special meetings of the organization. The President shall appoint all committee chairpersons, liaisons, OCRA Webmaster, the Parliamentarian and the Time Keeper for the OCRA Annual Business meeting. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall perform other duties as determined. The President shall attend the National Cancer Registrars Association Meeting and report to the membership via the OCRA website and/or the OCRA Board of Directors.
- 2) **President-Elect:** The President-Elect shall assist the President and Vice-President throughout the year and serve as a member of the Bylaws Committee, the Budget/Finance Committee, and the Education Committee. The President-Elect shall succeed to the office of the President at the conclusion of the term.
- 3) **Vice-President:** The Vice-President shall assume all presidential duties in the absence of the President. The Vice-President shall assist the President in the execution of presidential duties.
- 4) **Secretary:** The secretary must record the minutes of all official proceedings of the organization and handle the correspondence of the organization. The Secretary shall keep an electronic file of all committee reports, correspondence and an accurate roster of all members provided by the Membership Chairman. Minutes of the OCRA Annual Meeting must be prepared for distribution to each member within 30 days after the OCRA Annual Meeting.

The minutes will be sent to the new Secretary, who will distribute to the Board of Directors prior to their first meeting. The last OCRA Annual Meeting minutes would also be included in the next OCRA Annual Meeting's electronic file. Minutes from the OCRA Business Meeting will be forwarded to the next President.

- 5) **Treasurer:** The Treasurer shall have authority to pay bills incurred by the organization and keep accurate accounts of all receipts and disbursements of the organization. The treasurer will pay invoices within 30 days of receipt or by the due date shown on the bill. A written financial report will be provided to the Budget/Finance Committee and will follow the duties set forth in Article VI

Standing regarding the Budget/Finance Committee. A written financial report shall be presented to the membership at the OCRA Annual Meeting. The Treasurer shall deliver the successor all moneys, vouchers, properties of the organization within 30 days after the end of the term of office.

- 6) **Regional Directors:** The Regional Directors shall serve as liaison to the members and associations in their respective geographic areas. The Regional Director residing in the area where the OCRA Annual Meeting will be held will serve as program chairman for the meeting. Regional Directors are responsible to report education functions of their regions to the Education Committee and serve as members of the Nominating Committee. Regional Directors will submit a written report to the OCRA Secretary on regional activities one week prior to each OCRA Executive Board meeting.
- 7) **Immediate Past President:** The Immediate Past President shall be an Advisor to the President and member of the Bylaws Committee, the Budget/Finance Committee, and the Education Committee. Perform other duties as requested by the President.

Section F: Nominating/Elections

Nominating

- 1) Subject to approval of the Executive Committee, the Nominating Committee shall oversee the nominating process of the OCRA ballot.
- 2) During the first quarter of the New Year, the Nominating chairperson shall present a call for Nominations to the Executive Committee/Board for review. The call shall include approaching open offices, duties, eligibility, forms and recruitment plan.
- 3) Regional directors shall identify members from their region as candidate(s) to the chairperson by the designated time.
- 4) The nominating Committee shall be responsible for preparation of the ballots at least 30 days prior to the OCRA Annual Meeting.

Elections

- 1) Elections shall be by e-mail ballot (and regular mail for those without email).
- 2) Regional Directors shall be elected solely by the voting membership in the region. Active Members may vote for either one of the following but not BOTH: EITHER the Regional Director in the region that the Active Member resides OR the Regional Director in the region that the Active Member attends meetings BUT NOT BOTH.

Any portion of a ballot that contains more than one vote per office will be considered invalid for portion(s) of the ballot that has multiple votes cast per office. Ballots mailed via United States Postal Service will be voided if two or more ballots are in the envelope. For anonymity, double envelope method may be used for paper ballots. Member name must be on outer envelope with ballot enclosed inside plain envelope.

- 3) Election shall be decided by pleurity vote. In case of a tie, the election shall be decided by lot.
- 4) Ballots shall be counted by 2 persons/tellers who reside in the district of the elections chairperson and are members of OCRA. Their participation is requisitioned by the elections chair.

ARTICLE V
MEETINGS OF THE MEMBERSHIP

Section A. Meetings.

A meeting of OCRA shall be held annually on a rotating basis: CCRA, CRACO, NECRA, SOCRA, MVCRA, NWOCDS. The date is to be determined by the hosting organization and approved by the Board of Directors. The Board of Directors may call special meetings to promote the interest of the organization. Notice of any meeting must be distributed 30 days prior to the scheduled meeting. It is to include the agenda and any subject requiring special attention.

Section B. Quorum

A quorum shall consist of all active members present and voting.

ARTICLE VI STANDING COMMITTEES

Section A. Duties The Standing Committees of OCRA shall be the Historian, Nominating, Bylaws, Budget/Finance, Membership, Legislative and Education Committee. Each Chairperson, except Nominating shall present a written report of the Committee's activities to the President prior to the Annual Meeting. Duties of the Committees are as follows:

- 1) **Historian:** The Historian shall be responsible for maintaining historical documentation of the organization.
- 2) **Nominating:** The Nominating Committee shall be composed of the Regional Directors plus a committee chair who shall be appointed by the President. The Nominating Committee shall be responsible for preparing and mailing ballots.
- 3) **Bylaws:** The Bylaws Committee shall include an appointed chair, the Immediate Past President, and Vice President. During the years when there is no Immediate Past President, the President-Elect shall serve as a member of the committee. The Bylaws Committee shall annually review the Bylaws for revisions and receive proposed amendments. The Bylaws Chair shall submit the proposed bylaws revisions, along with the Committee's recommendations for action to the membership 30 days prior to being voted on at the Annual Meeting. The Bylaws Chair shall send a revised copy of the most recently approved Bylaws from the Annual Meeting to the secretary who will email it to the members.
- 4) **Budget/Finance:** The Treasurer shall serve as Chair of the Budget/Finance Committee. Members of this Committee shall include the President, Vice-President and President-Elect. This Committee shall propose an annual budget to the Board of Directors by November 30th. The Committee shall advise and make recommendations to the Board of Directors on financial matters. This Committee shall audit the financial records by November 30th of that year. The audit shall be performed by the President, Vice President and the President-Elect with the past treasurer in attendance. During the years when there is no President-Elect, the audit shall be performed by the President, Vice-President, and the Immediate Past President with the past treasurer in attendance. Documentation of the results of that audit will be completed by the Vice President and presented to the Board of Directors after completion of the audit.
- 5) **Membership:** The Membership Chair shall develop and recommend to the Board of Directors a membership drive plan, conduct a membership drive, review and process applications for membership, and make available a membership roster. The chair shall maintain a database of all members and

prospective members, provide electronic mailing labels upon request for other committee members, keep the membership up to date regarding activities by submitted articles to OCRA web site, and submit a report of activities to be published via the OCRA Annual Report.

- 6) **Legislative:** The Legislative Chair shall keep all members informed of current legislation relating to health care. The Legislative Chair shall serve as a liaison between OCRA and other medical organizations.
- 7) **Education:** The Education Committee shall provide educational opportunities for the membership throughout the year. The Education Committee shall include the Education Chair and the Immediate Past President. During the years when there is no Immediate Past President, the President-Elect will serve as a member of the committee.
 - a) Attempts should be made to provide educational programs in each geographic area of the State as defined by the Ohio Cancer Registrars Association. This should be accomplished by contacting the Regional Directors and making arrangements for programs to be held.
 - b) Educational materials should be reviewed and provided to the webmaster of the OCRA web site at <https://ohio-ocra.org/> on a quarterly basis.
 - c) If possible, educational materials developed by the Education Chair(s) or from other reliable sources should be distributed to the membership at the Annual Meeting.
 - d) Close contact should be maintained with the prior Education Chair(s) so that any projects which were begun might be continued.
 - e) Any other duties as requested by the President of the Association.
 - f) See “NCRA Program Recognition” page on the NCRA website for additional guidance regarding program planning.
 - g) The Chair(s) shall report to the President or Officer in charge of each Board of Director’s meeting on the progress and activities of this Committee. Any problems will be reported immediately.
 - h) Shall submit a report at the Annual Meeting of the activities of the Committee during the year.

- i) Must have prepared for the Board of Directors any ideas, expenditures and/or activities of this Committee for the term year as required by the present Bylaws.
 - j) Shall pass on to the incoming chair(s) the OCRA Operational Manual and other educational materials with any revisions and or changes made during the year, by November 1 of the new term. All revisions and/or changes must be reported to the Board of Directors.
 - k) Shall pass on to the incoming chair(s) any unfinished business or business which needs further monitoring.
 - l) Shall oversee the drawing of the awards for the Noble/Richardson Scholarship fund at the OCRA Annual Meeting.
- 8) **Special Committee:** Special Committees may be created as necessary by the Board of Directors to carry out the affairs of OCRA.

Section B: Eligibility

Any eligible member may serve on a Committee.

ARTICLE VII BOARD of DIRECTORS

The Board of Directors shall be composed of the elected officers of the Ohio Cancer Registrars Association (OCRA).

Section A: Duties

- 1) Act for OCRA between scheduled meetings of the membership and shall be responsible for management of the business and professional affairs of OCRA.
- 2) Have authority to discipline any member for violation of the OCRA bylaws. Such disciplinary action may be in the form of censure, suspension or expulsion and shall require a two-thirds (2/3) affirmative vote of the entire Board of Directors. The Board of Directors shall follow directives prescribed in Article 5 (call for a special meeting).
- 3) Be empowered to remove from office, by two-thirds (2/3) affirmative vote of the entire Board of Directors, any officer or committee chairman who fails to perform the duties of his/her office as required by the Bylaws and Standing Rules.
- 4) Have the authority to establish such procedure, as it considers appropriate to assure adequate budgetary and financial controls for OCRA and shall approve an auditing firm to audit the books annually and/or on an as needed basis.
- 5) Shall hold no less than 3 executive meetings prior to the Annual Meeting.

Section B. Quorum

A Quorum shall consist of attendance by not less than two-thirds (2/3) of the elected officers

ARTICLE VIII SCHOLARSHIPS

Section A. Noble/Richardson Educational Scholarships

The Noble/Richardson Educational Scholarships which is awarded on an annual basis to the membership, may only be awarded once every 10 years to the same member.

Section B. Membership Scholarship

The Annual Meeting Scholarship shall be used by the membership to attend the next Ohio Cancer Registrars Association Annual Meeting, for that calendar year.

The number of Annual Meeting Scholarships to be awarded, shall be dependent upon the Ohio Cancer Registrars Association's budget for that calendar year.

ARTICLE IX AMENDMENTS

Revisions in the Ohio Cancer Registrars Association Bylaws shall be made at the annual business meeting by an affirmative vote of the active membership in attendance and/or during a special half year vote by an affirmative vote of the participating active membership. The vote may be virtual or by paper.

A 30 day notice of vote to amend the Ohio Cancer Registrars Association Bylaws will be issued to the active membership. The notice will include information about a virtual membership discussion forum prior to the voting window and voting instructions.

ARTICLE X PARLIAMENT AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern OCRA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, special rules of order and any standing rules OCRA may adopt.

ARTICLE XI CHARITABLE ORGANIZATION STATEMENT

Said organization is organized exclusively for charitable, religious, educational and/or scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section (c) (3) of the Revenue Code, or corresponding section of any future tax code.

No part of net earnings of the organization shall benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause thereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempted to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding, any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office or the organization is then located, exclusively for such purposes or to such organization or organizations, as the Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII CONFLICTS OF INTEREST

The Ohio Cancer Registrars Association Officers, Regional Directors, Chairpersons, Committee Members and other elected or appointed officials of the Organization shall avoid and disclose any ethical, legal, financial, or other conflicts of interest between their own respective personal, professional or business interests and the interests of the Organization, in any and all actions taken by them on behalf of the Organization in their respective capacities and remove themselves from a position of decision-making authority (including discussing or voting), with respect to any conflict situation involving the Organization.

Officers, Regional Directors, Chairpersons, Committee Members and other elected or appointed officials of the Organization shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is a charitable 501(c) (3) and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Annually, the minutes shall document any conflicts of interest and the signing of the conflict of interest statements. (See attached policy/procedure.)

The Ohio Cancer Registrars Association Standard Operating Procedure: Conflicts of Interest

Annually, the Ohio Cancer Registrar's Association Officers, Regional Directors, Chairpersons, Committee Members and other elected or appointed officials of the Organization must review the conflict of Interest Policy, sign the annual conflict of interest statement and document this review along with any conflicts of interest in the minutes.

Conflicts of Interest Policy: Original Date 7/29/2007 Revised Date: _____

The purpose of the conflict of interest policy is to protect the Ohio Cancer Registrars Association's 501(c) (3) tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officers, Regional Directors, Chairpersons, Committee Members and other elected or appointed officials of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Procedure 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall be determined by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- d. Physicians who receive compensation from the Organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No physician, either individually or collectively, is prohibited from providing information to any committee regarding physician compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable 501(c)(3) and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

The following states have adopted legislation satisfying the requirements of section 508(e) relating to private foundation governing instruments. Information derived from Revenue Ruling 75-38, 1975-1 C.B. 161.

OHIO — except in the case of trusts where it is provided otherwise by a court of competent jurisdiction and except in the case of corporations in existence on September 17, 1971, which expressly adopt contrary provisions in their governing instruments after September 17, 1971.

Reference: Instructions for IRS Form 1023 - Additional Material Appendix A: Sample Conflict of Interest Policy located at <http://www.irs.gov/instructions/i1023/ar03.html>

Ohio Cancer Registrars Association Annual Conflict of Interest Statement

Name (Printed): _____

Title (Printed) _____

In signing as an Officer, Regional Director, Chairperson, Committee Member and other elected or appointed official of the Ohio Cancer Registrars Association, I am affirming that I:

- a. Have received a copy of the conflicts of interest policy,
- b. Have read and understand the policy,
- c. Agree to comply with the policy, and
- d. Understand that the Ohio Cancer Registrars Association is a charitable 501(c)(3) organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes, including but not limited to:

- To promote research and education in the cancer registry field
- To enhance the level of knowledge and skills of cancer registrars through continuing education
- To provide information to members of OCRA regarding current activities, research, and trends in the cancer field,
- To promote and/or participate in seminars, workshops, and symposiums to improve quality of cancer data collection in the cancer registry
- To seek active liaison with professional organizations, which utilize data, derived from cancer registrars

Signature: _____

Date: _____

Signed/ Dated forms should be returned to the OCRA Treasurer to archive with all tax documents.

*Form Created 7/29/2007
Revised Date:*