Article I - Mission
The mission of the National Association of NCI-supported Cancer Center Development Officers (NACCDO), a 501 (c) (6) charitable organization, is to relieve the burden of human cancer by addressing the needs unique to development officers in these cancer centers.

Article II – Membership
NACCDO membership is open to Institutions who meet the criteria as set forth in the Membership Policy.

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

Article III – Board of Directors and Executive Committee Officers
The Board of Directors transacts business on behalf of NACCDO.

All professional development officers at NACCDO 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 26 individuals: (7 executive committee officers, 16 at-large members and 3 representatives of conference host institutions: the current conference host, the last conference host and the next year's conference host.)

The vote of a majority of Board members shall constitute the decision of the Board.

At Large Members of the Board of Directors membership and length of service criteria is set forth in the At Large Members of the Board of Directors Policy.
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-PAMN conference and the on-site planning meeting for the upcoming conference.

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by the affirmative vote of a majority of then-serving Board members if in their judgment the best interest of NACCDO would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action setting forth the reasons for such expulsion. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office. No director/officer of the Board shall be expelled without an opportunity to be heard at said meeting.

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**

At-large and conference host board members may be elected to serve as an officer of the Board.

Elected officers vacate their at-large and conference host positions once elected to an executive committee officer role.

The Board of Directors may fill the at-large 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. Conference host vacancies may be filled at the discretion of the full board, working with the host center.

The seven officers of NACCDO shall be a Vice Chair, Chair, Immediate Past Chair, Secretary, Assistant Secretary, Treasurer and Assistant 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.

The Chair and Vice Chair are elected for one, two-year term.
Upon completion of their term the Chair will become Immediate Past Chair and serve until replaced by the outgoing Chair.

The Immediate Past Chair, who continues to be employed at a NACCDO member institution, is eligible to continue as Emeritus Chair.

An Emeritus Chair can serve on the Board of Directors and Executive Committee as a non-voting member. Emeritus Chairs do not count against Board of Director or Executive Committee membership counts.

Emeritus Chairs may be elected into executive officer positions. While serving as an executive officer, an Emeritus Chair has a vote on the board and the executive committee.

Chair shall preside at all meetings of the Board of Directors and of the membership. Upon completion of the Chair’s term, they will become Immediate Past Chair.

If a Chair must resign before completing his/her term, the Vice Chair becomes Chair and may serve the remainder of the previous board Chair’s term and their two-year chair term, with the agreement of the full board.

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. Please see the policy of Executive Roles for further description.

Immediate Past Chair shall perform duties as may be determined by the Board of Directors. The Immediate Past Chair becomes an Emeritus Chair when the outgoing chair replaces them. Please see the policy of Executive Roles for further description.

Secretary and Assistant Secretary are elected to two-year terms and may be re-elected and serve a total of three terms or six years.

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.

Assistant Secretary shall assist with the formal and informal correspondence of the Board of Directors and other such duties as may be determined by the Board of Directors.

Treasurer and Assistant Treasurer will serve three-year terms. The Treasurer may be re-elected without term limitation. The Assistant Treasurer may be re-elected for a second three-year term only.

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.

Assistant Treasurer, in conjunction with the Treasurer, shall have oversite of the treasury, performing the duties of the Treasurer when he/she is unavailable.

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.

Nonliability of Directors: The directors shall not be personally liable for the debts, liabilities, or other obligations of NACCDO.

Indemnification by NACCDO of Directors and Officers: The directors and officers of NACCDO shall be indemnified by the NACCDO to the fullest extent permissible under the laws of this state.

**Article IV - Meetings**

NACCDO and PAMN (Public Affairs & Marketing Network) 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 simple majority of members present at the annual conference business meeting, or any meeting called by a simple majority of 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 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. Continued membership is contingent upon being up-to-date on membership dues.

**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. Policies may be amended through majority vote of Board. Members may make amendments on the recommendation of the Board of Directors or in response to suggestions. Each member institution shall appoint one voting representative to cast the member’s vote for association business.
Each member institution has one vote. (See Article II.)

Dissolution Clause: Upon the dissolution of NACCDO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Any assets not so disposed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is located. Disposal shall be made exclusively for exempt or public purposes, or be made to such organization or organizations as the court shall determine to be organized exclusively for such purposes.
Executive Roles Policy

NACCDO VICE CHAIR

The functions of the vice-chair are to assume the responsibilities of the board chair in his or her absence, assist the chair in carrying out the functions of that office, and perform specific duties delegated by the chair.

The vice chair serves on the board of directors and executive committee.

Responsibilities are to:

- If a chair is unable to complete their term and resigns before completing his/her term, the vice chair becomes chair and may serve the remainder of the previous board chair’s term and their two-year chair term, with the agreement of the full board;
- Organize and host monthly committee leadership meetings in preparation of board meeting;
- Assist board chair and treasurer to manage organization’s budget process; provide, review and oversight; ensure that the budget financials are submitted to the executive committee and board members for approval;
- Board of Directors Nomination Committee. Co-Chair with Immediate Past Chair the Board of Directors Nomination Committee. Work with Executive Committee to identify open Board of Directors slots, actively assist in recruitment board members for succession planning and review committee rosters for viable candidates to consider;
- Assist the board chair in the performance of his or her duties whenever requested to do so;
- Assist in the review and improvement of NACCDO bylaws as needed;
- Assist in strategic planning for NACCDO
- Assist board chair with strategic and operational activities related to Public Affairs and Marketing Network;
- With board chair and executive committee when appropriate, place calls to all current board members in the spring of each year to review their board service terms, committee assignments and contributions to committee(s) / board and discuss interest of continuing to serve
NACCDO IMMEDIATE PAST-CHAIR

The function of the immediate past-chair is to assist the Chair of NACCDO to ensure an effective transition and provide vision and strategy to the chair and vice chair.

The immediate past-chair serves on the board of directors and executive committee and has one vote.

The immediate past-chair’s term ends when replaced by the outgoing chair. At this time, the newly replaced immediate past-chair may join the executive committee as emeritus Chair.

Responsibilities are to:

• Board of Directors Nomination Committee. Co-Chair with Vice Chair the Board of Directors Nomination Committee. Work with Executive Committee to identify open Board of Directors slots, actively assist in recruitment board members for succession planning and review committee rosters for viable candidates to consider;
  o Execute board elections at annual meeting
• Assist the chair in carrying out the functions of that office;
• Perform duties assigned by the board chair, which may include serving as chair of one or more NACCDO committees or in an ad hoc function;
• Support NACCDO chair as needed when working with leadership of Public Affairs and Marketing Network;
• Represent NACCDO to other associations or organizations as requested by the chair, and;
• Fulfill other functions assigned to members of executive committee as appropriate.
**Membership Policy**

NACCDO membership is open to Institutions who meet the following criteria.

International Institutions are encouraged to apply.

Eligible Institutions must:
- Be not-for-profit and an integral component of an accredited academic research-intensive Institution and/or medical school.
- Possess a defined focus on cancer-related discovery to include research and training programs in clinical and/or basic sciences.
- Receive significant cancer-related funding from peer-reviewed sources (e.g., NCI, NIH, DOD, and other federal agencies; American Cancer Society, National Science Foundation). *

Cancer Centers with a clinical focus must:
- Possess a wide range of cancer-related clinical disciplines related to patient care, including a broad portfolio of cancer clinical trials.
- Contribute to and actively participate in cancer-related community prevention, education and screening activities.

If an Institution would like to be considered for membership but does not meet or has questions about the outlined eligibility requirements, they should contact NACCDO and ask for the current Membership Chair.

NACCDO Membership Committee is responsible for nominating Institutions for membership.

The Board of Directors has final determination of approving NACCDO Membership.

The Board of Directors may amend the criteria for NACCDO Membership.

*NACCDO may require an applying Institution to provide detail of cancer-related funding as part of their annual operating budget*
At-Large Members of the Board of Directors Policy

Regarding criteria for selection of At-Large Members of the Board of Directors:

Board membership should be reflective of:

- Individuals with diverse professional development expertise;
- Individuals from diverse member institutions reflective of size, region, type (i.e. stand alone, matrix, community health system) of member institutions;
- Individuals who prioritize, support, and invest in diversity, inclusion, and equity, and:
- Individuals committed to building inclusive practices and equitable structures.

No more than 2 Members of the Board from the same NACCDO member Institution will fill Board slots

Regarding length of service of At-Large Members of the Board of Directors:

- 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. The Board of Directors may choose to extend a current Board member’s term by one, three-year term if that Board member is providing an expertise that is unmet by the current Board members

- 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 to the Board of Directors after a one-year absence from the Board of Directors.

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For more information, please contact info@naccdo.org.