NYCRA “House Rules”

1. Clarification of “House Rules” or “Usual Protocol” as being the historical or anticipated behavior of the NYCRA Board as related to various situations involving its members and/or the membership at large. These guidelines are meant to identify & streamline the process of what we traditionally contribute to, adding elements of consistency and accountability.
2. These “House Rules” are not intended to be a formal addition to the existing Bylaws (requiring full membership vote): they represent how the Board normally conducts business and simply lays out usual procedure and participation which the Board acts upon periodically. It is intended to simplify how the Board acts upon certain situations and provides guidelines for future Board members who may not have access to our historical practices.
3. The setting down of these “House Rules” may also assist in the recruiting of future Board members by identifying practices which may benefit or “give back” to them during their time serving on the Board. These same benefits may also encourage employers to allow employee participation in the NYCRA Board and/or educational events supported by the Board.
4. As NYCRA finances permit, active Board members in good standing will be offered a 25% discount on NYCRA annual conference registration fees.
5. Changes made to the House Rules must be approved by majority vote of the Board of Directors.

Donations or acknowledgments of deaths:

1. When informed of the passing of an immediate family member of a current Board member, NYCRA will make a one-time monetary donation of $100 in memory of the individual to an organization of the family’s choosing.
2. Any circumstance which strays from the above “normal” situation, will be presented to the Board for discussion.

Attendance requirements for NYCRA Board members

* 1. Board members are required to attend 50% of regularly scheduled Board meetings. Board members who do this will be considered in good standing. For the purposes of NCRA conference registration, “good standing” will include the previous year’s attendance. For new Board members, good standing will be based on current year
	2. After three missed meetings, the President will contact Board member, remind them of requirements, and seek clarification on impediments to attendance. Any issues identified will be presented to the Board for discussion and solutions, if applicable.
	3. If Board member does not attend 50% of regularly scheduled Board meetings, he or she will be asked to step down from role at the end of the fiscal year (the NYCRA annual conference) and not return to the Board. A replacement will be found for the following fiscal year.
	4. This applies to all Board members and chairs.

 Sending the NYCRA President to the NCRA Annual Conference:

1. NYCRA offers the current Board President the opportunity to attend the National Cancer Registrars Association annual conference at no expense to themselves or their employer.
2. Expenses covered include Registration (early bird rate), hotel, travel, and meals not included in the conference price/package (usually dinners). Meals taken on the first & last travel days (usually the day before and the day following the actual conference attendance dates) are also covered. Incidental expenses necessary to attending the event (i.e., taxi, shuttle, etc.) are paid, as well. In the event the NYCRA president hosts or entertains other state Presidents or national figures while attending the conference (i.e., networking or collaboration event), these expenses will be covered.
3. Meals not included in the conference package will be covered at the rate outlined in the current Federal Guidelines (i.e., breakfast, up to $17; lunch, up to $18; dinner, up to $34; full day, up to $69). Meal expenses beyond these guidelines are the responsibility of the attendee.
4. The attendee will arrange the payment of the registration, hotel, & travel expenses with the NYCRA Treasurer and can be dealt with as payment in advance, reimbursement after the fact or a mixture of these as suits the President and the Treasurer.
5. Meal and incidental expenses will be reimbursed after the conference with the attendee presenting receipts to the Treasurer for these costs.
6. Any situation which strays from the above “normal” circumstances will be presented to the Board for discussion.

Assisting other Board members financially to attend the NCRA Annual Conference:

1. Providing that NYCRA’s financial status allows, NYCRA will offer to pay the full registration fee (early bird rate) for any Board member of good standing planning to attend the annual NCRA conference. Please see explanation of good standing in Attendance Requirements heading above.
2. In the event a greater than average number of Board members plan to attend the National meeting, a partial registration fee payment (rather than the full amount) may be deemed necessary, as finances dictate.
3. The payment method of this expense will be coordinated between the attendee and the Treasurer and may be conducted by up-front payment (check vs. credit card) or reimbursement after registration is confirmed or following the conference.
4. If the attendee registers after the early bird rate expires, the balance due (additional amount of the fee beyond the early bird rate) will be the responsibility of the attendee.
5. The attendee may choose to decline this offer if their circumstances allow.
6. All members who fail to remain in good standing will be required to reimburse their registration cost to the treasury in a timely manner, which is to be no longer than three months after notice.
7. Any situation which strays from the above “normal” circumstances will be presented to the Board for discussion.

Hotel room(s) for President and Vice-President at NYCRA Annual Education Conference:

1. Providing NYCRA’s financial status allows, NYCRA will offer to cover the cost of the hotel room(s) for the President and Vice-President during the Annual Education Conference sponsored by NYCRA.
2. NYCRA will attempt to obtain a “comped” room from the hosting hotel to house one of the two officers; if no “comped” room is offered by the hotel, NYCRA will pay for both rooms.
3. The President and/or Vice-President can decline this offer if their circumstances allow.
4. The payment method of this expense will be coordinated between the attendee and the Treasurer and may be conducted by up-front payment (check vs. credit card) or reimbursement following the conference.
5. Any situation which strays from the above “normal” circumstances will be presented to the Board for discussion.

Registration Fee for President and Vice-President at the Annual Education Conference:

1. Providing NYCRA’s financial status allows, NYCRA will offer to cover the full registration fee for the President and Vice-President to attend the Annual Education Conference sponsored by NYCRA.
2. The payment method of this expense will be coordinated between the attendee and the Treasurer and may be conducted by up-front payment (check vs. credit card) or reimbursement after registration is confirmed or following the conference.
3. The President and/or Vice-President can decline this offer if their circumstances allow.
4. Any situation which strays from the above “normal” circumstances will be presented to the Board for discussion.

Annual NCRA Basket Donation:

1. NYCRA traditionally participates in the State Basket Raffle which takes place at the NCRA conference annually. The application for participating in this event is located on the NCRA website.
2. The minimum amount spent on the NYS basket is approx. $100.00. The maximum amount spent is $150, which includes the cost of shipping the basket to the event, if necessary.
3. Historically, NYCRA has received an average of $50 - $65 back from NCRA (proceeds from this event are returned to the participating organization).
4. Any situation which strays from the above “normal” practice will be presented to the Board for discussion.

Advertising Cost on NYCRA Website:

1. Organizations or facilities may advertise on the NYCRA website for 3 (three months) for a fee of $350. [This amount is within current industry standards for advertising on local, national, or web-based sites].

 *This will include three months of home page advertising on NYCRA website.*

1. Any circumstances which differ from the “normal” situation above will be presented to the Board for discussion.

Job Listing on NYCRA Website:

1. Organizations or facilities may advertise their job using a standardized form on the NYCRA job bank for three months. The cost will be $100 per job listed. This includes one eBlast to membership and one notice on the NYCRA Facebook page.
2. Any circumstances which differ from the “normal” situation above will be presented to the board for discussion.

Vendor Fee(s) for the Annual Educational Conference**:**

1. A vendor fee of $650 is charged for a table at our annual conference, 1 (one) attendee, with meals and CE credits.
2. A vendor fee of $200 is charged if a vendor wishes to send advertisement or marketing materials but not attend in person.
3. A vendor fee of $200 is charged if a vendor wishes to have virtual representation at the conference only. This includes materials to be presented on a table, and/or a 3–5-minute advertisement to be run during breaks. Advertisement can be pre-recorded by a representative from the company or written for a NYCRA board member of our choice, to read.
4. Any circumstance which differs from the “normal” situation above will be presented to the Board for discussion.

Travel Reimbursement for NYCRA Board Members:

1. Mileage may be reimbursed at the current IRS Standard Rate (current rate in 2020 is $0.58 per mile), start to end odometer readings (to meeting site and return home only), with no cap on reimbursement amount.
2. Meetings eligible for mileage reimbursement include NYCRA Board of Managers, and meetings that are conducted at a specific site requiring travel to attend, rather than via the usual Webex/remote settings.
3. Mileage to NYCRA’s annual conference is not eligible for reimbursement.

  NYCRA House Rules

All details subject to change as deemed necessary by the NYCRA Board of Directors.

06/10/2016, ksr

08/13/2019, ksr

04/16/2020, jla

06/23/2020, jla

07/22/2020, jla

01/10/2023, jla

07/27/2023, jla